

SAN FRANCISCO PUBLIC LIBRARY



3 1223 03473 4815

5/5



San Francisco Public Library

City of San Francisco
San Francisco Public Library
100 California Street, Suite 100
San Francisco, CA 94102

REFERENCE BOOK

Not to be taken from the Library

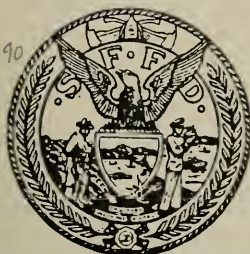


Digitized by the Internet Archive
in 2013

<http://archive.org/details/annualreport198993sanf>

SF
F55

#1
1989-90



CONFIDENTIAL

SECTY RD OF F.O.

1989~1990 ANNUAL REPORT



S. F. Chronicle

5:04 PM OCTOBER 17, 1989

DOCUMENTS DEPT

APR - 1 2002

SAN FRANCISCO
PUBLIC LIBRARY

Frederick F. Postel
Chief of Department

3 1223 03473 4815

CITY AND COUNTY OF SAN FRANCISCO
SAN FRANCISCO FIRE DEPARTMENT

FREDERICK F. POSTEL, *Chief of Department*
MICHAEL T. FARRELL, *Deputy Chief...Operations*
JOHN F. BOSCACCI, *Deputy Chief...Administration*



280 GOLDEN GATE AVENUE
SAN FRANCISCO, CALIFORNIA, 94102
(415) 861-8000, EXTENSION 281

December 28, 1990

Honorable President and
Members of the Fire Commission

Dear Commissioners:

In accordance with Charter Section 3501, I respectfully submit the San Francisco Fire Department's Annual Report for 1989-90 to you and to the citizens of San Francisco.

This Annual Report contains a detailed description of the functions and the services the Fire Department provides to the 1,500,000 people who are present in our city throughout each day.

Respectfully submitted,

A handwritten signature in cursive script, reading "Frederick F. Postel".

Frederick F. Postel
Chief of Department

FFP:mco

The Chief's Message

Fiscal Year 1989-90 was a very challenging period for the San Francisco Fire Department. Clearly, the most dramatic event was the remarkable Department response to the October 17, 1989 earthquake, and the Department's continuing preparations for the next earthquake. A full report and review of the operations of the Department during the earthquake period was presented to the Fire Commission on October 17, 1990.

Members of the Department continue to be honored for their heroism during the earthquake, and the people of San Francisco continue to show appreciation for the Department's expertise, experience, dedication and compassion during the crisis.

Following the earthquake, the Department reassessed its methods of upgrading and securing facilities and equipment within budgetary constraints. The 1989 Seismic Bond program was passed by the voters to help the Department continue to seismically stabilize 19 more Fire Department facilities, and Auxiliary Water Supply System improvements will continue with funds from Proposition A, which was passed by the voters in 1986.

The San Francisco Fire Department is grateful for the generosity of the anonymous donor whose cash contribution led to the purchase of a second fireboat for San Francisco. The Department also wishes to thank Shinnyo-En California for its generosity in helping with the transportation expenses and outfitting costs for the "Guardian," which is now berthed at Pier 22 1/2 with the "Phoenix."

The Department's accomplishments during the past year have been rewarding. The federal court consent decree goals continue to be met by members of the Department and the Department was able to introduce a Peer Mediation training program into the already-busy schedule of Management Services during the year.

The Department also completed the Discrimination Investigations Procedures Manual for assistant and battalion chief officers who are responsible for the investigation of formal charges of discrimination or harassment. The design phase of modifications for Fire Department facilities for male and female occupancy was also begun in 1990.

In August 1989 staffing of the Department's 18 aerial trucks was changed from one officer and five firefighters to one officer and four firefighters to more closely reflect truck staffing levels in other metropolitan areas.

The number of Department responses to emergencies rose 2.6% during the year; budget expenditures went up by 9.2%. First aid and resuscitation responses increased by 2.5% this year. Almost 26,000 of the Department's 59,000 calls for service were related to first aid or resuscitation. This figure does not include the more than 600 calls for service during the evening of the earthquake. The medical capabilities of the Department continue to be upgraded and expanded to meet the increase in medical-related responses.

Plans were developed this year for hiring a project manager for a new Computer-Aided Dispatch (CAD) system.

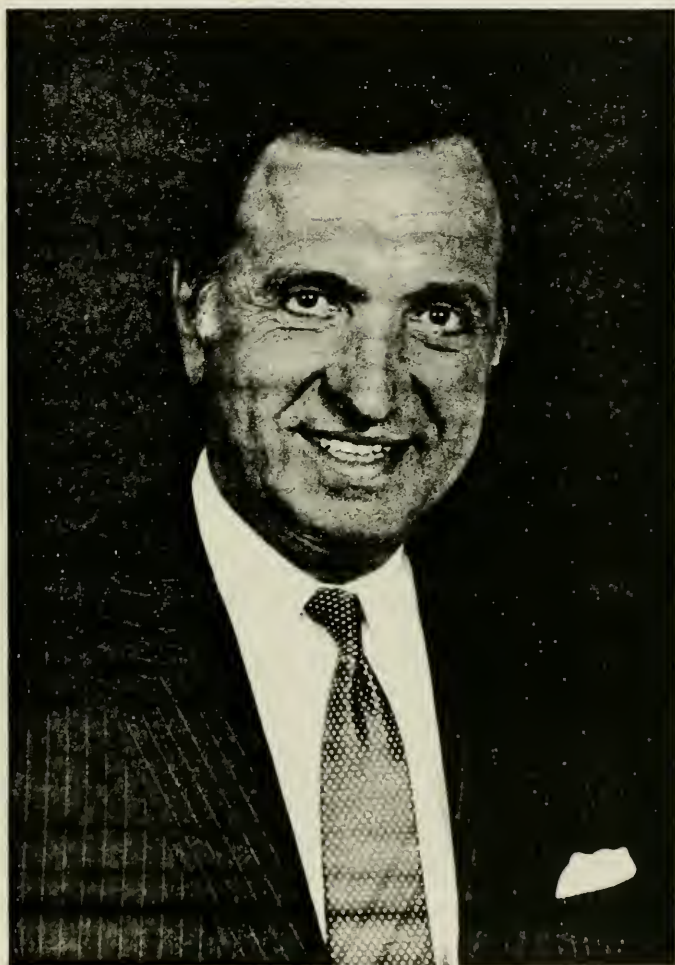
Uniformed members of the San Francisco Fire Department received 21 letters of recommendation and 25 unit citations this year. Individual awards for heroism were given to 27 members of the Department.

Improvements in the stress program of the San Francisco Fire Department continued during the year. A program was launched to help new firefighters' spouses, family members or extended family members, recognize and understand the difficulties of the job. The stress unit has been very effective in helping members of the Department and their families cope with stress, particularly after the earthquake.

A new in-service training program has been implemented for battalion chief officers to more effectively evaluate company performance. The results of the evaluations are computerized and are given to field personnel to serve as a guide to improve company performance.

The San Francisco Fire Department is also proud of the efforts of the new Surf Rescue Unit. During the year its accomplishments included the rescue of several members of a family from the surf. In appreciation, this family donated funds to the Department to purchase new equipment for the program.

Members of the San Francisco Fire Department are grateful to Mayor Art Agnos, the Fire Commission, the Board of Supervisors, other public officials and, of course, the people of the City for their continued support.



Mayor Art Agnos

Fire Commission



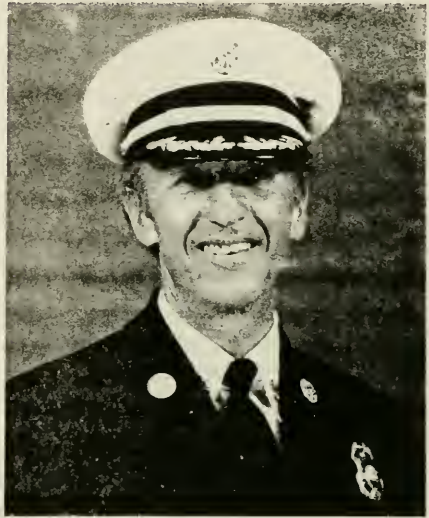
Left to Right - Commissioner Henry E. Berman, Commissioner Sharon L. Bretz, President James D. Jefferson, Vice President Frank A. Quinn, Commissioner Ted N. Soulis



Chief of Department - Frederick F. Postel



Michael T. Farrell, Deputy Chief..
Operations



John F. Boscacci, Deputy Chief..
Administration



Frank Scales, Asst. Deputy Chief II

ADMINISTRATION - ASSISTANT CHIEFS



Assistant Chief
James R. Lynch
Division of
Support Services



Assistant Chief
Gary L. Musante
Division of Training



Assistant Chief
Joseph A. Medina
Fire Marshal



Assistant Chief
Edward E. Murphy
Division 2



Assistant Chief
William M. Shaughnessy
Division 1



Assistant Chief
James P. Olson
Airport Division



Assistant Chief
Howard L. Slater
Division 1

SUPPRESSION - ASSISTANT CHIEFS



Assistant Chief
William G. Richardson, Jr.
Division 3



Assistant Chief
Arthur W. Kenney, Jr.
Division 3



Assistant Chief
Richard E. Condon
Division 3



Assistant Chief
Daniel E. Barden
Division 2

The Loma Prieta Earthquake

On Tuesday, October 17, 1989 at 5:04 p.m. a major earthquake measuring 7.1 on the Richter Scale occurred in the San Francisco/Monterey Bay area of California. The epicenter was approximately 60 miles southeast of San Francisco. This was the most far-reaching and intense earthquake to occur in California since the 1906 San Francisco earthquake and conflagration. In San Francisco eleven deaths and scores of injuries were directly attributable to the earthquake. Thirty buildings either collapsed or were demolished in the days following the earthquake, and there are presently over 90 buildings awaiting demolition or extensive reconstruction before they can be reoccupied. The property loss in San Francisco from the earthquake was approximately \$3.2 billion.

The San Francisco Fire Department Communications Center, which also houses the City's Emergency Operating Center (EOC), averages 159 dispatches in a normal 24-hour period. Between 1704 hours and midnight on October 17, 1989 over 500 incidents were dispatched by the Communications Center. This estimate is somewhat misleading because fire units were often flagged down by citizens on the street, and one dispatch easily turned into three to four incidents.

Telephone calls were being received at a rate of 500 to 600 per hour. Approximately 80% of the responses made by Fire Department units on October 17 were to check on hazardous conditions: natural gas leaks, falling chimneys, structural damages.

At the time of the earthquake, San Francisco had 300 firefighters on duty to staff 3 divisions, 10 battalions, 41 engines, 18 trucks, 2 rescue squads and one fireboat. In response to a recall broadcast over radio and television, 651 members returned to duty. Many firefighters returning from the East Bay came by boat or helicopter, as the fallen section of the Bay Bridge caused its closure for over a month. Many firefighters were attending the World Series at Candlestick Park and reported directly to their assignments.

The first major dispatch of the evening was to a collapsed unreinforced masonry building south of Market, an infirm area. The entire fourth floor wall of the building at 6th and Bluxome Streets had broken loose and cascaded down on several occupied cars. Unfortunately, there were no survivors among the five people heading home after the day's work. The first call received from the Marina District was for a four-story 21-unit apartment building that had

collapsed to approximately two and a half stories in height. One engine company was initially dispatched to this incident's location where three people, including an infant, perished. Firefighters at this scene noticed smoke several blocks away and responded to what would eventually become the major fire in the Marina District at Beach and Divisadero. That fire, which was so thoroughly chronicled by the Goodyear Blimp, involved seven structures, the largest being a 4-story, 21-unit apartment house. There was one fatality in this fire. Severely hampered by a lack of water supply, several companies began drafting and relay operations from a large duck pond surrounding the Palace of Fine Arts. A special call was broadcast for the Fireboat Phoenix and several hosetenders, each carrying a mile of 5-inch hose. The 5-inch hose was used to establish an above-ground water main system. This system, supplied with 9600 gpm by the Fireboat Phoenix was established at 1900 hours, and the fire was put under control by 2000 hours. Perhaps the most dramatic rescue of the evening occurred directly across the street from the major fire. Firefighters tunneled into a building not forty feet from the inferno to rescue a woman. As streams were played on the exposure building, the rescuers spent two and a half hours extricating and stabilizing a woman who had severe pelvic injuries.

The heroic response of the members of the San Francisco Fire Department was well documented. National, Mayoral and Departmental meritorious awards were bestowed on many individuals and units of the Department.

The San Francisco Fire Department met the demands of the Loma Prieta earthquake disaster in the fine tradition of outstanding service for which it is well known.

Earthquake Task Force
The Aftermath of October 17, 1989



Earthquake Task Force
The Aftermath of October 17, 1989





Frederick F. Postel

CHIEF OF DEPARTMENT

TABLE OF CONTENTS

Letter of Transmittal
 Message from Chief of Department
 The Loma Prieta Earthquake

ADMINISTRATION

Headquarters Personnel - - - - -	1
Fiscal - - - - -	7
Personnel - - - - -	12
Personnel Budget- - - - -	12
Separations from Service (Uniformed Force)- - - - -	14
Appointments - - - - -	17
Separation from Service (Civilian)- - - - -	22
Appointments- - - - -	23
Disciplinary Action - - - - -	24
Personnel Center - - - - -	25
Management Services - - - - -	26
Training Programs - - - - -	26
Human Resources - - - - -	27
Firefighter Recruitment - - - - -	28
Investigative Services Bureau - - - - -	29
Vehicle Accidents - - - - -	31
Disability Injuries- - - - -	35
Meritorious Commendations- - - - -	38
Toy Program - - - - -	39
F.L.A.M.E. - - - - -	40
Pioneer Memorial Museum and St. Francis Hook and Ladder Society - - - - -	41
Stress Program - - - - -	42

SUPPRESSION

Firefighting and Rescue - - - - -	43
Fire Department Response - - - - -	44
Division of Airports - - - - -	49
Hazardous Materials- - - - -	51
High-Rise Training Program - - - - -	52
BART and MUNI Metro Training - - - - -	53
Surf-Cliff Rescue Unit - - - - -	54
Mutual Aid - - - - -	55

PREVENTION

Bureau of Fire Prevention Activities - - - - -	56
Code Development - - - - -	57
Accelerated Code Enforcement - - - - -	58
Institutions - - - - -	59
High-Rise Inspection Program - - - - -	50
Fire Suppression Inspection Programs - - - - -	61
School Inspection Program- - - - -	62
Public Education Unit- - - - -	63
High-Rise Fire Safety Program- - - - -	64
Fire Inspector Training - - - - -	64
Airport Fire Marshal - - - - -	65
Port Fire Marshal - - - - -	66

TABLE OF CONTENTS
(Continued)

INVESTIGATION	
Bureau of Fire Investigation/Arson Task Force- - - - -	68
Arson Early Warning System - - - - -	69
Fire Fatality Summary - - - - -	70
SUPPORT	
Support Services Activities- - - - -	71
Salvage Operations- - - - -	71
Capital Improvement Programs- - - - -	72
Communications Center- - - - -	74
Bureau of Engineering and Water Supply - - - - -	76
Bureau of Equipment - - - - -	78
Apparatus - - - - -	79
Water Rescue Unit - - - - -	80
TRAINING	
Division of Training - - - - -	81
Fire Auxiliary Reserve - - - - -	83
Health and Physical Fitness Program- - - - -	84
EARTHQUAKE TASK FORCE	
Reimbursement for Earthquake-Related Expenses	35
Earthquake Preparedness Program	35

SAN FRANCISCO FIRE DEPARTMENT
HEADQUARTERS
260 Golden Gate Avenue
San Francisco, California 94102

FIRE COMMISSION

James D. Jefferson	- President	
John W. Keker	- Vice-President (Resigned 11-30-89)	
Henry E. Berman	- Commissioner	
Sharon L. Bretz	- Commissioner	
Frank A. Quinn	- Commissioner (Appointed Vice-Pres. 01-09-90)	
Ted N. Soulis	- Commissioner (Appointed 12-11-89)	
Raymond G. Connors	- Fire Commission Secretary	Room 204

ADMINISTRATION

Chief of Department Frederick F. Postel		Room 225
Deputy Chief of Department Michael T. Farrell		Room 225
Assistant Deputy Chief John F. Boscacci		Room 209
Division of Fire Prevention and Investigation Joseph A. Medina - Fire Marshal		Room 327
Division of Support Services James R. Lynch - Division Chief		Room 210
Division of Management Services Frank Scales, Jr. - Assistant Deputy Chief II		Room 312
Personnel Center Frank J. Dunphy - Battalion Chief		Room 314
Bureau of Engineering and Water Supply Andrew K. Nielsen - Superintendent		Room 219
Fire Department Physician William A. Newsom, M.D.		Room 307

Administration

Division 1 - Suppression

Ray A. Landi - Division Commander
(Retired 09-16-89)
William M. Shaughnessy

Station 13

Division 2

Edward E. Murphy - Division Commander

Station 5

Division 3

John H. Hirshfeld - Division Commander
(Retired 07-13-89)
James P. Olson

Station 7

Division of Airports

George E. Berthold - Division Chief

S.F. Internat'l Airport

Bureau of Training

Gary L. Musante - Assistant Chief

2310 Folsom Street

Bureau of Equipment

Gilbert A. Moreno - Special Services Officer

2501 - 25th Street

Bureau of Communications

Gary J. Torres - Battalion Chief

1003 Turk Street

Bureau of Investigative Services

Michael McKinley, Captain

260 Golden Gate Ave.

Office of Emergency Services

Thomas H. Jenkin
(Retired 02-24-90)

First Floor
260 Golden Gate Ave.

FIRE DEPARTMENT CHAPLAINS

Catholic Chaplain

Father John Greene - Epiphany Church
Father John Wester - Mission Dolores

Jewish Chaplain

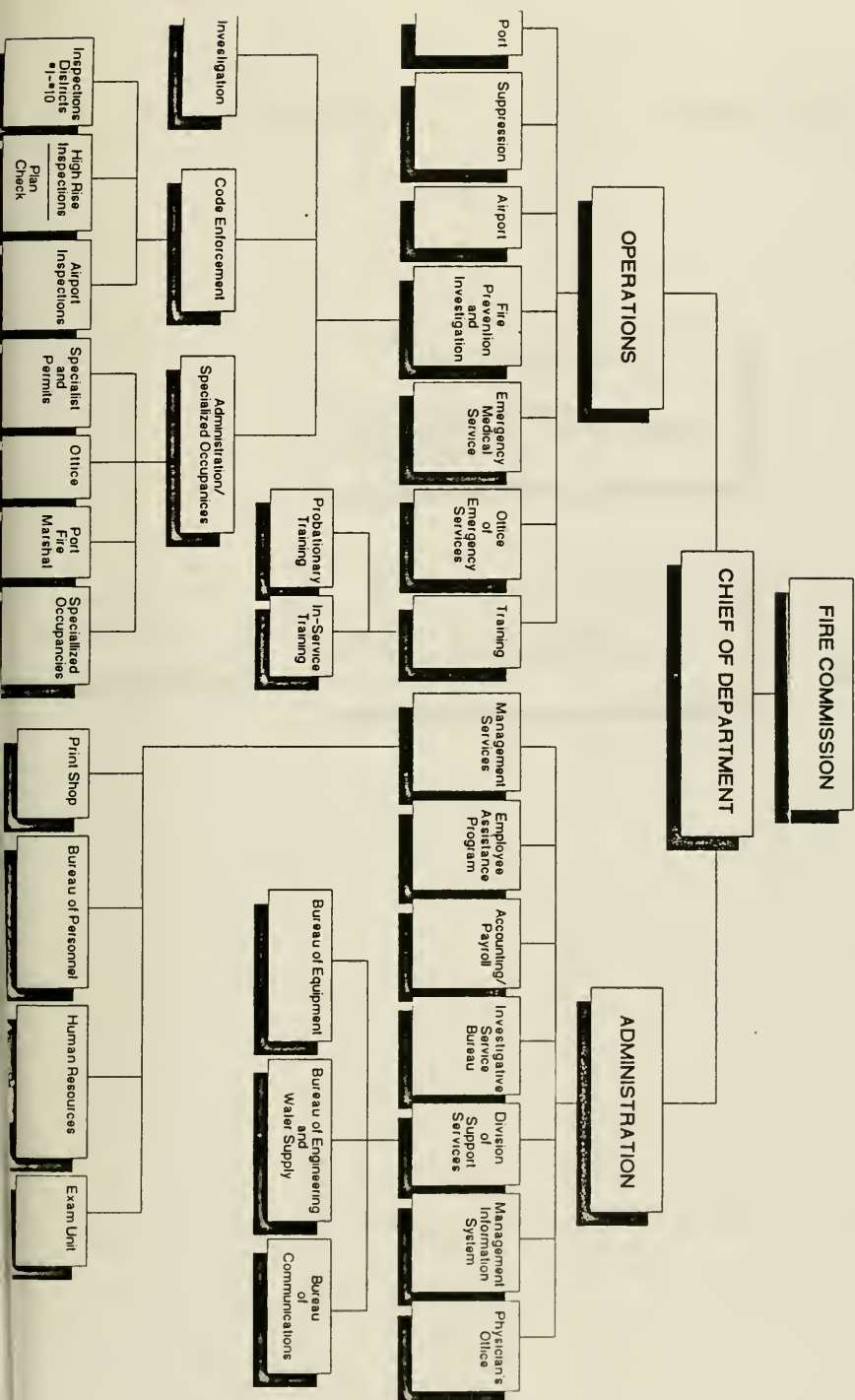
Rabbi Martin Weiner - Temple Sherith Israel

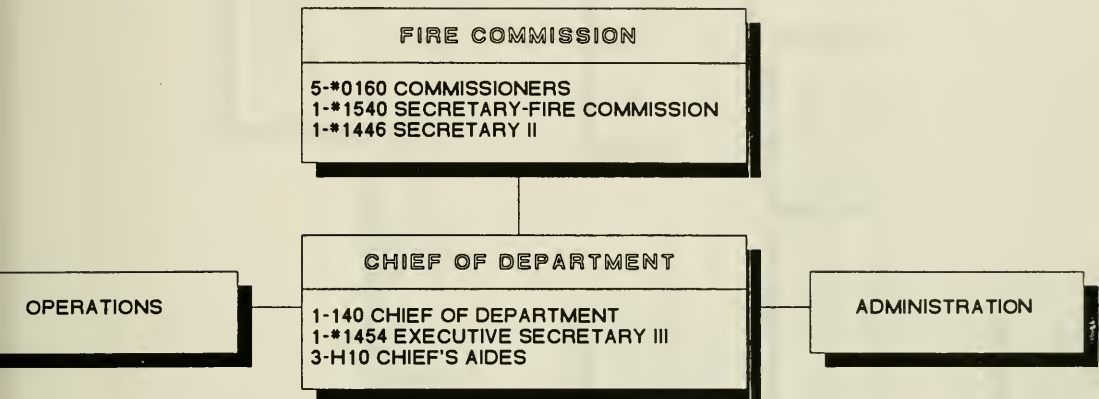
Protestant Chaplain

Reverend James McCray, Jr. - Jones Memorial United Methodist Church
(Appointed 09-26-89)

SAN FRANCISCO

FIRE DEPARTMENT





OPERATIONS

1-150 DEPUTY CHIEF
1-1450 Executive
Secretary I

PORT

-H30 Captain
-H20 Lieutenant
-H20 Pilot
-H110 Marine Pilot

SUPPRESSION

11-H50 Assistant Chief's
40-H40 Battalion Chiefs
70-H30 Captains
180-H20 Lieutenants
357-H10 Chief's Aides
977-H12 Firefighters

FIRE PREVENTION/ INVESTIGATION

1-H50 Assistant Chief
1-H450 Executive
Secretary I

EMERGENCY MEDICAL SERVICES

1-#2230 Physician Specialist
1-#400 Research Associate
1-#230 Lieutenant

AIRPORT

1-H50 Assistant Chief
1-H19 Training Officer
3-H30 Captains
7-H20 Lieutenants
52-H12 Firefighters

TRAINING

1-H50 Assistant Chief

OFFICE OF EMERGENCY SERVICES

1-#2245 Director - OES
1-A115 Communications Coordinator
1-A110 Emergency Recovery/
Planner
1-#1445 Secretary II
1-#2247 Emergency Planning
Coordinator

Investigation

1-1-132 Captain
1-H24 Lieutenant
1-H16 Investigators
1-#1425 Senior Clerk
Typist

Code Enforcement

1 - H32 Captain

Administration/ Specialized Occupancies

1 - H32 Captain

Probationary Training

1-H39 Captain
7-H28 Lieutenant
1-#1425 Clerk Typist

In-Service Training

1-H39 Captain
1-H16 Video Specialist
1-1806 Information
Technician

Inspections District #1 - #10

2 -H22 Lieutenant
5 - H4 District Inspector

High Rise / Plan Check Inspections Review

1 - H22 Lieutenant
1 - H4 High-Rise
Fire Safety Inspectors
3 - #6281 Fire Safety Inspectors
High Rise
1 - H4 Plan Check
2 - #5215 Fire Protection Engineers
Plan - Check
3 - #6281 Fire Safety Inspectors
Plan Check
1 - #1425 Senior Clerk Typist

Airport Inspections

1 - H4 Inspector
1 - #6281 Fire Safety Inspector
Inspections

Specialists & Permits

1 - H22 Lieutenant
1 - H4 Accelerated Code Enforcement
3 - #6281 Fire Safety Inspector
Permits
1 - #6281 Fire Safety Inspector
Permits
1 - #6281 Fire Safety Inspector
Permits
1 - #6281 Fire Safety Inspector
Hazardous Material
Health Department
1 - #1425 Senior Clerk Typist

Office

1 - H4 Administrative
Assistant
1 - #6281 Administrative
Assistant
1 - #1445 Secretary II
1 - #1425 Senior Clerk
Typist
1 - #1425 Clerk Typist

Port Fire Marshal Inspections

1 - H22 Lieutenant
Inspections

Specialized Occupancies

1 - #6281 Fire Safety Inspector
Schools
1 - #6281 Fire Safety Inspector
Sports Clubs
1 - #6281 Fire Safety Inspector
Daycare
1 - #6280 Fire Safety Inspector

ADMINISTRATION

1-145 ASSISTANT DEPUTY CHIEF

EMPLOYEE ASSISTANCE PROGRAM

3-H2 Firefighters

ACCOUNTING/ PAYROLL

1-#1854 Principal Accountant
1-#1856 Accountant Typist
1-#1224 Senior Payroll Pmts Clerk
2-#1222 Senior Payroll/ Pmts Clerks
2-#1220 Payroll Clerk

MANAGEMENT SERVICES

1-H51 Assistant Deputy Chief
1-#1842 Management Assistant
1-#1446 Secretary II

INVESTIGATIVE SVC BUREAU

1-H30 Captain
2-H20 Lieutenant

DIVISION OF SUPPORT SERVICES

1-H50 Assistant Chief
1-#1850 Captain
1-#1924 Material & Supply Supervisor

PHYSICIANS OFFICE

1-#2220 Physician(F/T)
1-#1855 Senior Clerk Typist
1-#8165 Office Comp Supervisor

MANAGEMENT INFORMATION SERVICES

1-H40 Battalion
1-#8181 S
Specialist II

Paint Shop

1-H2 Firefighter

Bureau of Personnel

1-H40 Battalion Chief
3-H20 Lieutenant
1-#1204 Senior Personnel Clerk
1-#1202 Personnel Clerk

Human Resources

1-#1231 Assoc. Affirm Action Coordinator
1-#1446 Secretary II
1-#1818 Coordinator of Community Services
1-H2 Firefighter

Exam Unit

1-#1248 Asst. Div. Manager Personnel
1-#1246 Principal Personnel Analyst
3-#1242 Personnel Analyst

Bureau of Equipment

1-H29 Special Services Officer
8-H2 Firefighters

Bureau of Engineering and Water Supply

1-#5258 Senior Mechanical Engineer
1-#5362 Civil Engineer Asst II
1-#7205 Chief Station Engineer
1-#7335 Senior Station Engineer
4-#7334 Station Engineer
1-#7230 Water System Supervisor
1-#7323 Water System Assistant
2-#7388 Utility Plumber
1-#7388 Utility Plumber
2-#7388 Utility Plumber
2-#7514 General Laborer
1-#A712 Hydrant Service Person

Bureau of Communications

1-H40 Battalion Chief
3-#1708 Senior Telephone Operators
2-#1708 Senior Telephone Operators
8-H20 Operators Part/Time
12-H2 Firefighters
2-#1424 Clerk Typist

FISCAL

Budget - Personnel Cost

Rates of compensation for uniformed members of the Fire Department are established in accord with procedures set forth in Charter Section 8.405. These procedures include an annual survey of the rates of compensation paid police officers/firemen employed in cities in California with a population of 350,000 or more. The Civil Service Commission conducts the survey, and the rates they certify to the Board of Supervisors are the average of the maximum rates paid to police officers/firemen in the surveyed cities.

The personnel costs shown below include permanent salaries and wages, overtime, holiday, differential pay and temporary salaries for uniformed members:

Personnel Costs

	<u>1988-1989</u>	<u>1989-1990</u>	<u>Increase</u>
Revised Budget	\$70,910,712	\$76,455,182	\$5,544,470
Actual Expended	\$70,398,897	\$76,918,964	\$6,520,067

Note: Rates of compensation for 1989-1990 increased 10.8399% above 1988-89, including a 0.5% cost of living increase. This also includes the survey adjustment which involves San Diego, which is effective 05-26-90 through 06-30-90.

Budget - Data

During 1989-1990, budget allowances and expenditures compared to 1988-1989 for the Fire Department were as follows:

	<u>1988-1989</u>	<u>1989-1990</u>	<u>Increase</u>
Budget Allowances	\$137,532,550	\$148,902,021	\$11,369,471
Expenditures	\$137,096,752	\$149,050,384	\$11,953,632

Expenditure categories and percentages are as follows:

Personnel Services and Fringe Benefits	\$138,847,501	93.15%
Professional Services	885,026	.59
Other Contractual Services	150,314	.10
Travel/Training	132,150	.09
Telephone	322,465	0.22
Other Services	295,879	.20
Materials and Supplies	656,688	.44
Fixed Charges (meritorious awards, dues)	6,256	.01
Equipment Purchases	1,904,390	1.28
Services of Other Departments	<u>5,849,215</u>	<u>3.92</u>

TOTAL	\$149,050,384	100.00%
-------	---------------	---------

Administration

Recapitulation of Budget Allowances and Expenditures:

<u>Description</u>	<u>Budget</u>	<u>Expended</u>	<u>Under/(Over) Expended</u>
Personnel Salary and Wages			
Permanent Salaries - Misc.	\$ 2,604,253	\$ 2,561,783	\$ 42,470
Permanent Salaries - Uniformed	61,129,622	61,084,267	43,355
Permanent Salaries - Craft	832,633	764,016	68,617
Differential Pay	115,286	124,117	(8,831)
Temporary Salaries	280,290	234,732	45,558
Overtime	24,274	40,264	(15,990)
Holiday Pay	4,274,627	4,237,899	36,728
Extended Work Week			
Extended Work Week - City	10,166,000	10,765,006	(599,006)
Extended Work Week - AP & Port	745,373	667,411	77,962
Mandatory Fringe Benefits	57,224,377	57,154,742	69,635
Payment in lieu of Sick Leave	<u>1,213,264</u>	<u>1,213,264</u>	<u>0</u>
Sub-Total	\$138,609,999	\$138,847,501	\$ (237,502)
Professional Services	885,026	885,026	0
Other Contractual Services	150,912	150,314	598
Travel/Training	132,954	132,150	804
Telephone	328,883	322,465	6,418
Other Services	296,113	295,879	234
Materials and Supplies	745,783	656,688	89,095
Fixed Charges			
(meritorious awards, dues)	5,253	6,256	(1,003)
Equipment Purchases/Leases	1,904,890	1,904,890	0
Services of Other Departments:			
Police	25,915	25,915	0
Health Dept. -			
SFGH/HazMat/EAP/Coroner's	35,632	51,046	(15,414)
Electricity	77,705	73,233	4,472
Central Shops	2,274,823	2,271,002	3,821
Civil Service - Exams/Training	224,307	224,218	89
Water Department	48,424	48,424	0
DPW - Street Cleaning	1,120	1,120	0
DPW - Street Repair	12,300	12,300	0
DPW - Sewer Service Charges	46,196	46,196	0
DPW - Building Repair	55,934	55,934	0
Light, Heat & Power	328,565	328,565	0
Toxic Waste & Hazardous Materials	27,672	27,672	0
Workers' Compensation	2,611,668	2,611,668	0
Controller - ISD	34,432	34,432	0
CAO - Insurance & Risk Reduction	50	25	25
Reproduction Bureau	<u>37,465</u>	<u>37,465</u>	<u>0</u>
TOTAL	\$148,902,021	\$149,050,384	\$ (148,363)

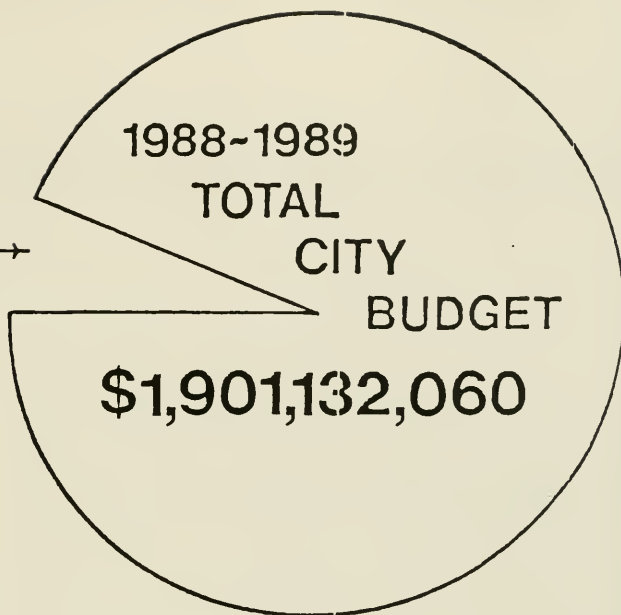
Note: Deficit is due to earthquake reimbursements
in the process of collection at closing time.

Department Revenues

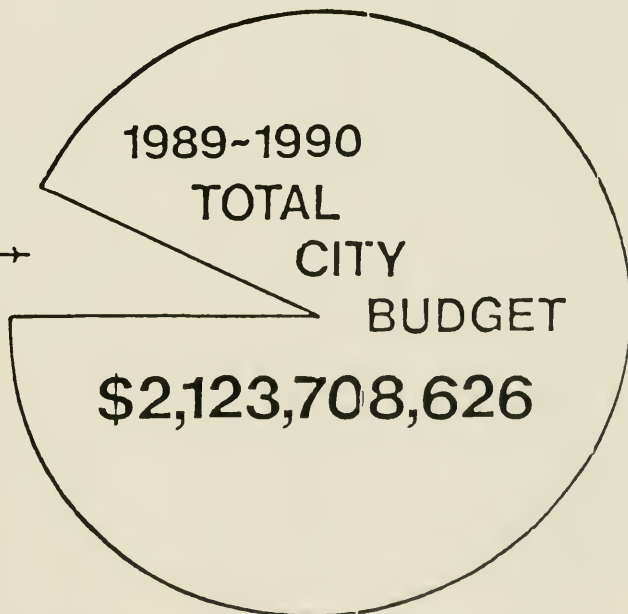
Estimated revenues and amounts collected during 1989-1990 were as follows:

<u>Account</u>	<u>Description</u>	<u>Estimated</u>	<u>Collected</u>
7166	Posting fees	\$443,073	\$419,783
7167	Original filing fees	88,368	138,052
7168	Plan Checking fees	272,577	373,507
7169	Inspection fees	272,580	171,651
7192	Roof & Salvage covers	1,378	1,973
7216	Miscellaneous service charges	25,997	46,624
7299	High Rise Inspection fees, etc.	<u>865,833</u>	<u>506,068</u>
	TOTAL	<u>\$1,969,805</u>	<u>\$1,657,658</u>

1988-1989
TOTAL
FIRE DEPARTMENT
BUDGET
\$137,532,550
or 7.23%
of the TOTAL
CITY BUDGET



1989-1990
TOTAL
FIRE DEPARTMENT
BUDGET
\$148,902,021
or 7.01%
of the TOTAL
CITY BUDGET



SAN FRANCISCO FIRE DEPARTMENT - AUTHORIZED PERSONNEL BUDGET - 1989 / 1990

ARMED PERSONNEL

W-FIREFIGHTING
PROVISION
Bureau of Training
VENTION:
VESTIGATION:
PORT SERVICES:
Bureau of Equipment
MINISTRATION:
Personnel Center
Communications Bureau
Management Services

C.O. 140	O.C. 150	A.O.C 145	A.C. H-50	B.C. H-40	CAPT. H-30	S.P.S/O H-20	L.T. H-20	OP-TR H-19	COORD M-18	OPR. H-10	F.F. H-2	PILOT H-120	M-ENG H-110	CAPT. H-32	L.T. H-22	L.T. H-24	INSP. H-4	INV. H-6	TOTAL
	1		1	1	2		6							2 1	4	1	19	11	1 9 26 13 1 2 2 4 22 4
1		1		1 1 1	1	1	3 8		1		1 12 1								
1	1	1	3	4	3	1	17	0	1	0	14	0	0	3	4	1	19	11	84

REFIGHTING UNITS
CHIEF/DEPUTY CHIEF

DIVISIONS 1, 2, 3

DISTRICTS 1 to 10

			10							7									7
				34						34									20
ENGINE COMPANY 1					1		3				11								15
ENGINE COMPANY 2					1		3				11								15
ENGINE COMPANY 3					1		3				11								15
ENGINE COMPANY 5					1		3				11								15
ENGINE COMPANY 6					1		3				11								15
ENGINE COMPANY 7					1		3				11								15
ENGINE COMPANY 8					1		3				11								15
ENGINE COMPANY 9					1		3				11								15
ENGINE COMPANY 10					1		3				11								15
ENGINE COMPANY 11					1		3				11								15
ENGINE COMPANY 12					1		3				11								15
ENGINE COMPANY 13					1		3				11								15
ENGINE COMPANY 14					1		3				11								15
ENGINE COMPANY 15					1		3				11								15
ENGINE COMPANY 16					1		3				11								15
ENGINE COMPANY 17					1		3				11								15
ENGINE COMPANY 18					1		3				11								15
ENGINE COMPANY 19					1		3				11								15
ENGINE COMPANY 20					1		3				14								17
ENGINE COMPANY 21					1		2				14								17
ENGINE COMPANY 22					1		2				14								17
ENGINE COMPANY 23					1		2				14								17
ENGINE COMPANY 24					1		2				14								17
ENGINE COMPANY 25					1		2				14								17
ENGINE COMPANY 26					1		2				14								17
ENGINE COMPANY 28					1		2				14								17
ENGINE COMPANY 29					1		2				14								17
ENGINE COMPANY 31					1		2				14								17
ENGINE COMPANY 32					1		2				14								17
ENGINE COMPANY 33					1		2				14								17
ENGINE COMPANY 34					1		2				14								17
ENGINE COMPANY 35					1		3				14								18
ENGINE COMPANY 36					1		3				14								17
ENGINE COMPANY 37					1		2				14								17
ENGINE COMPANY 38					1		3				14								18
ENGINE COMPANY 39					1		2				14								17
ENGINE COMPANY 40					1		2				14								17
ENGINE COMPANY 41					1		2				14								17
ENGINE COMPANY 42					1		2				14								17
ENGINE COMPANY 43					1		2				14								17
ENGINE COMPANY 44					1		2				14								17
TRUCK COMPANY 1					1		2				17								20
TRUCK COMPANY 2					1		2				17								20
TRUCK COMPANY 3					1		2				17								20
TRUCK COMPANY 5					1		2				17								20
TRUCK COMPANY 6					1		2				17								20
TRUCK COMPANY 7					1		2				17								20
TRUCK COMPANY 8					1		2				17								20
TRUCK COMPANY 9					1		2				14								17
TRUCK COMPANY 10					1		2				17								20
TRUCK COMPANY 11					1		2				17								20
TRUCK COMPANY 12					1		2				17								20
TRUCK COMPANY 13					1		2				17								20
TRUCK COMPANY 14					1		2				17								20
TRUCK COMPANY 15					1		2				17								20
TRUCK COMPANY 16					1		2				17								20
TRUCK COMPANY 17					1		2				17								20
TRUCK COMPANY 18					1		2				17								20
TRUCK COMPANY 19					1		2				17								20
FIREBOAT 1					1		2					3	3		1				10
RESCUE SQUAD 1					1		2				14								17
RESCUE SQUAD 2					1		2				14								17
SERVICE SQUAD 1											3								3
UTILITY UNIT 1																			
AIRPORT COMPANIES				1		3	7	1			52					1			65
BUR. OF EQUIPMENT											7								7
JONES ST. TANK				1	6	11	41		5	125									3
RELIEF PERSONNEL																			189
TOTAL	1	1	1	15	44	79	1	210	1	1	56	105	3	3	5	1	20	11	1512

SAN FRANCISCO FIRE DEPARTMENT - AUTHORIZED PERSONNEL BUDGET - 1989-1990

NON-UNIFORMED PERSONNEL

CONSENT DECREE:	1	1231 Assec. Affirm. Action Officer
	3	1242 Personnel Analyst
	1	1246 Prirc. Personnel Analyst
	1	1248 Asst. Div. Mgr., Personnel
	1	1446 Secretary II
	1	1808 MIS Technician I

PREVENTION:	2	1424 Clerk Typist
	2	1426 Sr. Clerk Typist
	1	1446 Secretary II
	1	1450 Executive Secretary I
	2	5215 Fire Protection Engineer
	6	6280 Fire Safety Inspector I*
	12	6281 Fire Safety Inspector II**

INVESTIGATION:	1	1426 Sr. Clerk Typist
----------------	---	-----------------------

SUPPORT SERVICES:	1	1446 Secretary II
	1	1924 Materials & Supplies Supv.
	1	5258 Sr. Mechanical Engineer
	1	5362 Civil Engineer Asst. II
	1	7205 Chief Stationary Engineer
	1	7335 Sr. Stationary Engineer
	1	7230 Water System Supv.
	1	7323 Water System Asst. Supv.
	4	7334 Stationary Engineer
	10	7338 Utility Plumber
	1	A712 Hydrant Service Person
	2	7514 General Laborer

ADMINISTRATION:	5	0160 Member, Fire Commission
	1	A700 Research Associate
	1	1202 Personnel Clerk
	1	1204 Sr. Personnel Clerk
	2	1220 Payroll Clerk
	2	1222 Sr. Payroll & Pers. Clerk
	1	1224 Princ. Payroll & Pers. Clerk
	2	1424 Clerk-Typist
	2	1426 Sr. Clerk-Typist
	2	1446 Secretary II
	1	1450 Executive Secretary I
	1	1454 Executive Secretary III
	1	1540 Secretary, Fire Commission
	1	1650 Accountant
	1	1654 Principal Accountant
	5	1708 Sr. Telephone Operator
	1	1818 MIS Specialist II
	1	1842 Management Assistant

Administration

1 2220 Physician (P/T)
1 2230 Physician Specialist (P/T)
1 8165 Worker's Comp. Supv. I

TRAINING:

1 1426 Sr. Clerk Typist

EMERGENCY SERVICES

1 8246 Director, Emergency Services
1 8247 Planning Coordinator

Total Non-Uniformed Personnel 97

Total Uniformed Personnel 1512

TOTAL Department Personnel 1609

*One 6280 is assigned to, and funded by, Airport

**One 6281 is assigned to, and funded by, DPH

SEPARATIONS FROM SERVICE - UNIFORMED FORCE

Effective DateH50 Assistant Chief

John H. Hirshfeld	Jul. 13, 1989	S
Ray A. Landi	Sep. 16, 1989	Ind. Dis.

H40 Battalion Chief

William T. Cochrane	Apr. 24, 1990	S
Lynwood R. Dee	May 08, 1990	S
Robert L. Bruno	Jul. 06, 1989	Ind. Dis.
Edwin M. Ahrens	Sep. 16, 1989	S
William E. Hennessey	Oct. 07, 1989	Ind. Dis.
Frank Carrozzi	Nov. 13, 1989	S

H39 Captain, Div. of Training

Elmer M. Ballard	May 01, 1990	S
------------------	--------------	---

H32 Captain, Div. FP&I

Thomas T. Nyhan	Jul. 22, 1989	S
Richard R. Crispen	Jul. 22, 1989	Ind. Dis.

H30 Captain

Michael Cutone	Jul. 08, 1989	S
Timothy J. Miles	Jul. 07, 1989	Ind. Dis.
Michael A. Sullivan	Jul. 08, 1989	S " "
Bernard Maguire	Sep. 22, 1989	S
Richard F. Spediacchi	Sep. 22, 1989	S

H28 Lieutenant

Anthony R. Stefani	Feb. 03, 1990	Returned to H20 Lt.
--------------------	---------------	------------------------

H20 Lieutenant

John J. Puccinelli	Nov. 23, 1988	Ind. Dis.
John F. Perrick	Jul. 06, 1989	Ind. Dis.
Ronald A. Kall	Jul. 14, 1989	Ind. Dis.
Reno R. Cervelli	Jul. 05, 1989	S
Bernard G. LaGrave	Jul. 08, 1989	S
Warren D. Mahan	Jul. 22, 1989	Ind. Dis.
John D. McDermott	Jul. 08, 1989	S Ind. Dis.
Gerald F. Doherty	Mar. 02, 1990	S

Effective DateH22 Lieutenant, BFP

Walter F. Baine	Nov. 16, 1989	S
-----------------	---------------	---

H10 Chief's Aide

Alfred J. Fiorese	Jul. 07, 1989	Ind. Dis.
Earl G. Stewart	Nov. 15, 1989	Ind. Dis.
James L. Cook	Jan. 04, 1990	S

H4 Inspector

Maurice Andaya	Jul. 07, 1989	S
Garrett G. Griffin	Jul. 22, 1989	S
Robert A. Onorato	Jul. 22, 1989	S
Donald B. DeBene	Aug. 19, 1989	S

H2 Firefighter

Kenneth L. Fitts	Jul. 08, 1989	Ind. Dis.
Leonard Gelardi	Jul. 07, 1989	Ind. Dis.
Donald M. Wilson	Jul. 20, 1989	Ind. Dis.
James M. Bogue	Jul. 03, 1989	Ind. Dis.
John M. Wikstrom	Jul. 02, 1989	Ind. Dis.
Michael J. Noethig	Aug. 12, 1989	Ind. Dis.
Roger T. Castagne	Jul. 01, 1989	S
William T. Reed	Jul. 16, 1989	S
Ralph P. Merillion	Sep. 01, 1989	Ind. Dis.
Machael Thomas, Jr.	Sep. 28, 1989	Res.
Terence E. Woo	Oct. 03, 1989	Term.
Patrick J. Geoghegan	Sep. 01, 1989	S
Anne E. Strubbe	Oct. 12, 1989	Res.
Roy T. Zerbe	Dec. 06, 1989	Res. (v)
David L. Moss	Dec. 15, 1989	Ind. Dis.
Eric A. Lee	Dec. 11, 1989	Res.
Peter J. Ackenheil	Sep. 15, 1989	Ind. Dis.
Allen J. Reinstadler	Mar. 18, 1989	Ord. Dis.
Michael E. Vandervort	Sep. 24, 1989	Ind. Dis.
Paul C. Crawford	Jan. 07, 1990	Res.
Michael J. Casey	Dec. 06, 1989	S
Guy A. Markell	Aug. 01, 1989	Ord. Dis.
Kenneth M. Ferrari	Jan. 18, 1990	Res.
Raul Francisco	Jan. 24, 1990	Res.
Samuel Romero	Jan. 24, 1990	Res.
Hal Quinn	Jul. 03, 1989	Ind. Dis.
Robert J. Burrowes	Feb. 08, 1990	S
William H. Hollings	Feb. 21, 1990	Ind. Dis.
Terrance A. Lee	Mar. 31, 1990	Res.
Albert E. Birdsall	Apr. 05, 1990	S
Jack P. Fitzpatrick	Apr. 12, 1990	Res.
William J. Wong	May 03, 1990	Res.

Effective DateH110 Marine Engineer

David C..Owen

Sep. 08, 1989

Laid Off

TOTAL UNIFORMED FORCE SEPARATIONS

Retirement (Service)	26
Retirement (Ind. Dis.)	24
Retirement (Ord. Dis.)	2
Resignation (Res.)	11
Termination (Term.)	<u>1</u>
Total	64

APPOINTMENTS

1989-1990

H50 Assistant Chief

Richard E. Condon	Nov. 14, 1989
Daniel E. Barden	Nov. 14, 1989

H40 Battalion Chief

William E. Ference	Lim. Ten.	Jul. 01, 1989
Louis J. Birelffi	Lim. Ten.	Sep. 11, 1989
Anthony V. DiGiovanni	Lim. Ten.	Nov. 14, 1989
Dominic M. Spinetta	Lim. Ten.	Nov. 14, 1989
Audry Lee	Lim. Ten.	Nov. 14, 1989
Thomas J. Santoro	Lim. Ten.	Nov. 14, 1989
John D. Pell	Lim. Ten.	Nov. 14, 1989
Guido J. Costella	Lim. Ten.	Jan. 01, 1990

H30 Captain

Richard E. Armstrong	Jul. 01, 1989
Robert T. Serrano	Sep. 11, 1989
Anthony Simi	Nov. 14, 1989
Paul Davis	Nov. 14, 1989
Kevin Gonzalves	Nov. 14, 1989
Daniel Fulmer	Nov. 14, 1989
William Long	Nov. 14, 1989
Gerald Fennell	Nov. 14, 1989
Frank Grimley	Nov. 14, 1989
William Shore	Nov. 14, 1989
Gary Lavaysse	Nov. 14, 1989

H28 Lieutenant, Div. of Training

Roland D. Lee	Dec. 18, 1989
Thomas E. Murray	Dec. 18, 1989
Roger D. Bouyea	Feb. 28, 1990

H32 Captain, Div. P&I

Gary D. Meltzer	Sep. 21, 1989
Michael Patterson	Lim. Ten. Nov. 09, 1989

H22 Lieutenant, BFP

Roger C. Elbeck	Lim. Ten.	Nov. 09, 1989
Joseph W. Daly	Lim. Ten.	Nov. 17, 1989
Charles R. Rapp	Lim. Ten.	Nov. 17, 1989

H24 Lieutenant, BFI

Richard F. Kucich

Lim. Ten.

Sep. 21, 1989

H20 Lieutenant

Roger J. Wilhelm

Jul. 20, 1989

William S. Bonnie

"

Michael W. Bonnel

"

James A. Lambrechts

"

John F. McCloskey, Jr.

"

Frank H. Kosta

"

Robert P. Imbellino

"

Thomas J. Kelly

"

John E. Sweeney

"

Brendan A. Ward

"

Mark S. Kearney

"

Vincent J. Nolan

"

Michael J. Nolan

"

Gary P. Massetani

"

Joseph M. Wilson

"

Richard E. McGee

"

Anne M. Young

"

Edward A. Liggins

"

Richard P. Allen

Oct. 16, 1989

Joseph R. Carlomagno

Dec. 04, 1989

Thomas A. Siragusa

"

George H. Garcia, Jr.

"

Stephen H. Cassidy

"

Henry H. Jebe

"

Robert E. Evans

"

Willard V. Smith

"

Mark V. Groshong

"

Frederick C. Walsh

"

Charles E. Elzey

"

Anthony R. Stefani

(fr. H28 Lt.)

Feb. 03, 1990

Roger D. Bouyea

Feb. 16, 1990

Joseph D. McKeon

Feb. 24, 1990

Robert Molinari

Mar. 16, 1990

William F. Serafini

Mar. 16, 1990

Patrick K. Pittson

Apr. 20, 1990

H10 Chief's Aide

William A. Mulkeen		Jul. 01, 1989
Paul L. Fuhrman		Jul. 01, 1989
Thomas A. Siragusa		Aug. 19, 1989
Stephen A. Flaherty		Aug. 19, 1989
Michael J. Cunnie		Aug. 19, 1989
Eileen M. McCrystle		Jan. 06, 1990
Raymond L. Molinari		Jan. 06, 1990
Frank Morino		Jan. 06, 1990
David R. Sullivan		Apr. 02, 1990
Kevin D. Taylor	Temp. Exempt	Apr. 02, 1990
Kevin D. Taylor		May 11, 1990

H4 Inspector

Leonard J. Roberts	Lim. Ten.	Sep. 25, 1989
Antonio G. Correa, Jr.	Lim. Ten.	Sep. 25, 1989
Michael V. Bykoff	Lim. Ten.	Dec. 05, 1989
Ronald E. Gardner	Lim. Ten.	Dec. 07, 1989

H6 Investigator

Paul J. Murray		Sep. 21, 1989
Elmer R. Carr		Nov. 09, 1989
Brendan O'Leary		Nov. 17, 1989
Karl T. Selchau		Nov. 17, 1989

H110 Marine Engineer - Fireboat

David C. Owen		Aug. 02, 1989
David C. Owen	NCS	Sep. 09, 1989

H2 Firefighter

Andrew T. Sobozinsky	Aug. 21, 1989
Glenn E. Ortiz-Schuldt	"
Kevin E. O'Sullivan	"
Greg L. Wyrsh	"
James S. Kircher	"
George Koremetis, Jr.	"
Stephen M. Harper	"
Kenneth W. Hupke	"
Daniel Gracia	"
Timothy V. Sullivan	"
Victor H. Wyrsh	"
Cornelius A. Lucey	"
Samson Lai	"
John W. Yee	"
Cristeo A. Reyes	"
Keith G. Almirol	"
Terence E. Woo	"
Darren K. Bortmas	"
Craig H. Louie	"
Kevin W. Smith	"
Pete L. Fay	"
Karen J. Heald	"
Anne Strubbe	"
Machael Thomas, Jr.	"
Anita D. Parafley	"
Gregory K. Simpson	"
Kathleen C. McElheney	"
Khairul A. Ali	"
Monica L. Fields	"
Lorrie Kalos-Cruz	"
John G. Murphy	Dec. 11, 1989
Melinda J. Ohler	"
Michael D. Patt	"
Warren W. House	"
Eric K. Hipp	"
Mark A. Gonzales	"
Frank C. Cuffe, III	"
Paul C. Crawford	"
Lawrence F. Conrad	"
Patrick F. Shea	"
Bryan W. Rubenstein	"
Joel B. Paige	"
Michael B. Murphy	"
Kenneth A. Lombardi	"
Kenneth M. Ferrari	"
Robert L. Arzave	"
Samuel Romero	"
John J. Loftus	"

H2 Firefighter (Cont'd)

Raul Francisco		Dec. 11, 1989
Tracie K. McCulloch		"
Ernest L. Johnson		"
Robert E. Reed		"
Caroline M. B. Paul		"
David C. Ritter		"
Tim T. Areja		"
Ferdinand T. Meneses		"
Frank R. Bonal		"
Gayle F. Alexander		"
Rohan Knight		"
Edward L. Campbell		"
Machael S. Thomas		"
Kirk W. Richardson		"
Christine E. Emmons		"
Juanita A. Williams		"
Spencer K. Nakao		Dec. 14, 1989
Eric A. Lee	NCS	Dec. 11, 1989
David L. Franklin		Apr. 02, 1990
Gary P. Dito		"
Brian A. Ballard		"
Robert A. Cappa		"
David J. Monteverdi		"
Joseph M. Schiebold		"
Tod E. Stephenson		"
Robert J. Turnquist		"
William J. Wong		"
Heidi M. Bohler		"
Rex J. Hale		"
Michael G. Kirtley		"
Brian E. Solvin		"
John C. Cremen		"
Kelly J. Holt		"
Michael S. Quinn		"
Terence G. White		"
Roberto J. Lucha		"
Vincent A. Perez		"
Clyde M. Christobal		"
Randall J. Henderson		"
Jennifer T. Thomas		"
Macheal Thomas, Jr.		"
Joanne M. Hayes-White		"
Mike J. Wong		"
Robert Tai		"
Reyner I. Medina		"
Raemona E. Rogers		"
Therese E. Gee		"
Melissa M. Jajeh		"
Gerald J. Coghlan		May 14, 1990

SEPARATIONS FROM SERVICE - CIVILIAN

Effective Date8246 Director, Emergency Services

Thomas H. Jenkin	Feb. 24, 1990	Service
------------------	---------------	---------

7334 Stationary Engineer

Clement Ferreira	Apr. 29, 1989	Service
------------------	---------------	---------

7205 Chief Stationary Engineer

George T. Furnanz	Apr. 01, 1989	Service
-------------------	---------------	---------

6281 Fire Safety Inspector II

Robert D. Streeter	Oct. 13, 1989	Res.
--------------------	---------------	------

6280 Fire Safety Inspector I

Katherine G. Shypertt	Mar. 20, 1990	Res.
-----------------------	---------------	------

1842 Management Assistant

Marietta A. Victa	Dec. 29, 1989	Res.
-------------------	---------------	------

1466 Secretary II

Brenda J. Jones	May 16, 1990	Res.
-----------------	--------------	------

1424 Clerk Typist

Helen R. Arbis	Oct. 27, 1989	Res.
Susan A. Green	Apr. 27, 1990	Sep.

1426 Senior Clerk Typist

Althea Gibson	Jul. 10, 1989	Res.
---------------	---------------	------

1242 Personnel Analyst

Denise Cannonier	Mar. 04, 1990	Res.
Cindy A. Monroe	Jun. 10, 1990	Transfer

0160 Commissioner

John W. Keker	Nov. 30, 1989	Res.
---------------	---------------	------

APPOINTMENTS - MISCELLANEOUS

7334 Stationary Engineer

Norval E. McGregor		Aug. 14, 1989
William C. Mund	NCS	Aug. 31, 1989
Charles J. King	NCS	Oct. 03, 1989

7230 Water System Supervisor

Steven I. Van Dyke		May 25, 1990
--------------------	--	--------------

7205 Chief Stationary Engineer

Seung P. Hong		May 28, 1990
---------------	--	--------------

6281 Fire Safety Inspector II

Manuel J. Pegueros, Jr.		Dec. 11, 1989
-------------------------	--	---------------

1842 Management Assistant

Marietta A. Victa	TCS	Nov. 20, 1989
Marietta A. Victa		May 30, 1990

1818 Management Information Specialist II

Anton Kamby, Jr.	Lim. Ten.	Nov. 01, 1989
------------------	-----------	---------------

1808 Management Information System Tech. I

Susan J. Wong	NCS	Jul. 01, 1989
Susan J. Wong	Lim. Ten.	Jan. 01, 1990

1708 Senior Telephone Operator

Marina L. Mendieta	NCS	Dec. 21, 1989
Dorothy L. Teupel	NCS	Jan. 02, 1990

1446 Secretary II

Evamarie D. Atijera	NCS	Jun. 04, 1990
---------------------	-----	---------------

1426 Senior Clerk Typist

Evamarie D. Atijera		Aug. 02, 1989
Mimi Lim	NCS	Oct. 30, 1989
Mimi Lim	Lim. Ten.	May 01, 1990

Administration

1424 Clerk Typist

Patricia A. Candau
Susan A. Green

Aug. 14, 1989
Mar. 28, 1990

1240 Asst. Personnel Analyst

Edgar Poma
Edgar Poma
David B. Johnson

NCS
Lim. Ten.
NCS

Jul. 31, 1989
Feb. 01, 1990
Apr. 02, 1990

1203 Personnel Technician

Rebecca Benoza

NCS

Feb. 22, 1990

0160 Commissioner

Ted N. Soulis

Exempt

Dec. 11, 1989

DISCIPLINARY ACTION

Disciplinary actions taken in the Fire Department during fiscal 1989-90 totaled 9 suspensions ranging from 2 to 90 days.

DISCIPLINARY ACTION

<u>Class/Name</u>	<u>Action</u>	<u>Date</u>	<u>Rule Violation</u>
Firefighter Leonard Harris	Granted Lv. of Abs. w/o pay for one yr.	06-25-89 thru 06-25-90	Sec. 2003 - Details Sec. 3912 - Intoxicants/Drugs Sec. 3917 - Unauthorized Absence from Stations Sec. 3935 - False Reports and False Testimony
Lieutenant Henry L. Manning	Granted Lv. of Abs. w/o pay for one yr.	12-15-89 thru 12-15-90	Sec. 3912 - Intoxicants/Drugs Sec. 3956 - Acts Detrimental to Welfare of Department
Firefighter Alexander Markel	2-day suspension	01-16-90 thru 01-17-90	Sec. 3926 - Failure to Report Sec. 3927 - Response to Roll Call
Firefighter Robert J. Guldbeck	2-day suspension	02-21-90 thru 02-22-90	Sec. 3926 - Failure to Report
Firefighter William C. Emde	6-day suspension	03-06-90 03-07-90 03-09-90 03-10-90 03-12-90 03-13-90	Sec. 1406 - Participation in Drills and instruction Sec. 3924 - Insubordination Sec. 3935 - False Reports and and False Testimony
Firefighter Michael R. Ahumada	90-day suspension	01-23-90 thru 04-22-90	Sec. 3912 - Intoxicants/Drugs
Firefighter Jack Fitzpatrick	Resigned	cob 04-12-90	Sec. 3912 - Intoxicants/Drugs
Lieutenant Adrian Terranova	90-day suspension	05-10-90 thru 08-07-90	Sec. 3810 - Para. 1 - Gen. Reg. Sick and Disability Rule Sec. 3935 - False Reports and False Testimony Sec. 3956 - Acts Detrimental to Welfare of Department
Lieutenant Daniel N. Miller	45-day suspension	05-10-90 thru 06-23-90	Sec. 3935 - False Reports and False Testimony Sec. 3956 - Acts Detrimental to Welfare of Department

<u>Class/Name</u>	<u>Action</u>	<u>Date</u>	<u>Rule Violation</u>
Firefighter Abel Herrera	2-day suspension	05-14-90 thru 05-15-90	Sec. 3935 - False Report and False Testimony
Firefighter Joseph Orengo	2-day suspension	05-15-90 thru 05-16-90	Sec. 3935 - False Report and False Testimony
Firefighter Jerry M. Tanaka	5-day suspension	05-31-90 06-01-90 06-03-90 06-04-90 & 06-07-90	Sec. 3905 - Unfamiliarity w/Rules Sec. 3923 - Disobedience G.O. 89-A-44 - Adult Entertainment

PERSONNEL CENTER

The Personnel Center is responsible for maintaining personnel records, scheduling vacations, reporting and recording personnel status, and balancing daily staffing strength which entails hiring overtime personnel and filling vacant classifications.

The total scheduled daily staffing strength for fiscal year 1989-90 was 330 firefighters per day.

The average daily strength was reduced by 73 firefighters on duty per day due to absences for vacations, military leave, disability leave, sickness, etc.

MANAGEMENT SERVICES

The activities of the Division of Management Services include, but are not limited to, the following:

1. Ensure the successful implementation of the Consent Decree
2. Develop career and educational programs for uniform personnel
3. Develop and coordinate Human Relations programs for Department personnel
4. Conduct and investigate EEO complaints and make recommendations to Chief of Department in a timely manner
5. Coordinate the firefighter's recruitment program
6. Conduct and/or coordinate external and internal investigations of complaints
7. Coordinate activities of the Vehicle Accident Review Board
8. Compile disability injury statistics
9. Coordinate activities of the Merit Advisory Board
10. Handle labor relations activities as directed by the Chief of Department
11. Provide information on various Department programs and activities to the general public as directed by the Chief of Department

Training Programs

Training programs are developed to improve firefighting skills. Department members are participating in a city-wide educational reimbursement program for college courses determined to be beneficial to the Department.

Programs continue to be conducted on the topic of racial and sexual harassment within the workplace. Chief Officers are provided in-depth training on how to conduct Equal Employment Opportunity (EEO) investigations.

MANAGEMENT SERVICES (Continued)

Training Programs (Continued)

The Department has continued to develop training programs that enable members to improve their skills as firefighters and officers in the Department. Department-wide training is ongoing regarding racial and sexual harassment and Equal Employment Opportunity (EEO) training.

The Division of Management Services continues to coordinate and implement training on cross-cultural issues, focusing on enhancing the relationships within the Department and within the community it serves.

Human Resources

The Manager of Human Resources coordinated, designed, implemented and conducted various training programs some of which were Interpersonal Relations, Women in the Fire Service and Basic EEO Laws.

The Manager of Human Resources is available as a technical resource to individuals who investigate complaints of discrimination for the Department. The Manager also participates and assists in ongoing recruitment efforts.

The Peer Mediation Training Project has been developed. The project's purpose is to train peer mediators to informally resolve conflicts in the Department. This unique project was implemented in September, 1989 and ninety peer mediators volunteered for the training. In-services training was conducted for all chief officers to enable them to understand the concept of mediation as well as the process.

A female firefighters' support group meets every three months. Its existence successfully provides a forum for experience-sharing and encourages peer group support among the women firefighters.

A Discrimination Investigation Procedures Manual was completed and distributed to all Assistant and Battalion Chiefs who have the responsibility of investigating formal charges of discrimination/harassment. The manual goes along with the in-depth training they received on how to conduct investigations. Members of the Review Committee were provided the manual and were also involved in training.

FIREFIGHTER RECRUITMENT

The Firefighter Recruitment Unit was not utilized during the past year. Since the next entry level examination is scheduled for March, 1992, the Recruitment Unit will not be actively engaged until fiscal year 1991-92.

In the meantime, rapport with the communities, essential to a successful recruitment effort, is being maintained through active participation in community events, meetings, and services.

The San Francisco Fire Department's participation in career days and youth fairs throughout the City is directed toward the next recruitment effort.

INVESTIGATIVE SERVICES BUREAU

The Investigative Services Bureau (ISB) functions as the internal investigative unit of the San Francisco Fire Department under the Deputy Chief of Administration.

The Bureau is staffed by an H-30 Captain, who is the officer-in-charge, and one H-20 Lieutenant.

The Investigative Services Bureau is responsible for the following functional areas:

Internal Affairs Investigations

The Bureau is responsible for investigating internal affairs complaints when directed by the Chief of Department, Deputy Chief of Operations or Deputy Chief of Administration. The Bureau manages the drivers tracking program, investigates citizen complaints (other than EEO complaints) testifies before the Commission in regards to any ISB related investigation or inquiry, and is on call to assist field command staff with regard to investigations.

Substance Abuse Testing Program Manager

The Bureau maintains the disciplinary drug testing program, which includes collecting evidence, securing samples, scheduling tests relating to drug screening and the maintenance of rehabilitation records. The Bureau is responsible for keeping abreast of technical and legal developments impacting on the Department's drug testing program and, when necessary, changing test protocol to conform to the highest legal and technical standards. The Bureau acts as liaison to the Toxicology Division of the Medical Examiner's office. ISB personnel testify before the Commission or other bodies of law in regards to substance abuse cases when necessary.

Background Investigations of New Employees

The ISB gathers the background history information of potential employees for the Department. It utilizes State Department of Justice standards and, as mandated by San Francisco Fire Department policy 026 (Background Investigative Procedures), includes criminal history; driving history; past employment; residence, when applicable; and other areas of inquiry. The Bureau acts as liaison with the Civil Service Commission regarding employment issues for potential employees.

Liaison with City and District Attorney

The ISB acts as liaison in scheduling department members for depositions, in the issuance of summons/subpoenas and any other area in which liaison is necessary with these offices. The Bureau assists these offices when necessary in preparing cases involving the Department.

Liaison with Local Police Agencies

The Bureau maintains a liaison with area police agencies to develop inter-agency involvement in cross-jurisdictional cases and develop and maintain procedures used to deal with cases involving the Department or its members. The ISB assists the San Francisco Police Department Psychiatric Liaison Unit with matters regarding Department personnel.

Assists the Deputy Chief of Administration

The ISB assists the Deputy Chief of Administration in preparing discipline cases for adjudication before the Fire Commission. The Bureau collects reports, statements, and other documents for use by the Deputy Chief in prosecuting cases for the Department. The Bureau, when necessary, assists the Deputy City Attorney assigned to the Department in the preparation of discipline cases when directed by the Deputy Chief of Administration. The Bureau assists the Deputy Chief with periodic special studies or projects.

Instruction

The Bureau prepares and provides courses involving substance abuse testing and related issues and internal investigation procedures.

Summary of Bureau Activities for 1989-90

Background Investigations	150
Internal Investigations	7
Drug Tests Cause/Rehabilitation	30
Instruction (classes taught)	5
Special Projects Completed	2

VEHICLE ACCIDENT REVIEW BOARD

Vehicle accidents, involving the Department's rolling stock, increased from 101 to 133, an increase of 32%. The increase in emergency responses was 2.6%. The majority of these accidents were minor.

The Vehicle Accident Review Board has found that 20% of the accidents involved Department drivers with three or less years experience. The field officers have been instructed to increase training for less experienced drivers as well as to select less hazardous training grounds.

It is becoming more and more challenging to drive in our City when responding to emergencies. The Vehicle Accident Review Board has been able to obtain public service messages alerting citizens as to proper driving methods when they hear or see emergency vehicles.

Classification of Accidents

Beginning fiscal year 1989-90, the new method for classifying accidents is A, B, C, or Refer to Chief of Department for consideration of disciplinary action.

Following a review of all reports and relevant materials, the committee decides which of the following categories apply to the accident:

- A. An accident which has occurred because of inattention to vehicle operator's and/or officer's responsibilities or because of misjudgment of clearance in operating apparatus near stationary obstacles.
- B. An accident in which Fire Department personnel exercised reasonable judgment and precautions, exhibited good apparatus operator's and officer's skills and observed all state, local and Fire Department statutes, ordinances and rules.
- C. An accident which has occurred because of apparatus operator's misjudgment of clearance, deficiency in defensive driving techniques, or failure to anticipate other vehicle's movements.

Total Alarms:	<u>85/86</u>	<u>86/87</u>	<u>87/88</u>	<u>88/89</u>	<u>89/90</u>
	43,050	44,498	55,332	58,178	59,712

Accidents

Category A					28
Category B					44
Category C					60
Referred to Chief of Department					1
Total Accidents	109	109	103	101	133

What Fire Department Vehicle Was DoingAt Time of Accident

	<u>85/86</u>	<u>86/87</u>	<u>87/88</u>	<u>88/89</u>	<u>89/90</u>
Moving Straight Ahead	43	34	45	38	45
Turning Right	12	14	12	14	18
Turning Left	16	10	7	10	20
Backing Into Quarters	9	12	9	9	12
Backing (Other)	12	14	11	13	17
Stopped	17	25	19	17	21
<u>TOTAL</u>	<u>109</u>	<u>109</u>	<u>103</u>	<u>101</u>	<u>133</u>

Damage to Fire Department Vehicle

	<u>85/86</u>	<u>86/87</u>	<u>87/88</u>	<u>88/89</u>	<u>89/90</u>
Sideswipes	45	37	28	41	40
Right Angle	7	1	15	13	10
Rear Ends	8	21	12	12	12
Front Ends	20	17	15	13	7
Other	6	6	6	6	8
No Damage	23	32	27	16	56
<u>TOTAL</u>	<u>109</u>	<u>109</u>	<u>103</u>	<u>101</u>	<u>133</u>

Vehicle Accidents by Unit ClassificationFiscal Years

<u>FIRE SUPPRESSION</u>	<u>85/86</u>	<u>86/87</u>	<u>87/88</u>	<u>88/89</u>	<u>89/90</u>
Deputy & Chief of Department	0	3	0	1	3
Assistant Chiefs	1	1	3	0	2
Battalion Chiefs	3	4	0	4	7
Engine Companies	52	48	54	44	55
Truck Companies	24	22	29	29	45
Hose Tenders	0	0	0	0	0
Salvage Companies	0	0	0	0	0
Rescue Companies	4	5	3	1	0
Service Squad	2	1	0	0	3
Foam Unit	0	0	0	0	0
Fuel Unit	0	0	0	0	0
Utility Unit	0	0	0	0	0
Airport Companies	3	3	1	3	0
	<u>89</u>	<u>87</u>	<u>90</u>	<u>82</u>	<u>115</u>

<u>SUPPORT SERVICES</u>	<u>85/86</u>	<u>86/87</u>	<u>87/88</u>	<u>88/89</u>	<u>89/90</u>
Division of Fire Prevention and Investigation	9	10	6	8	8
Personnel Center	0	0	0	0	1
Bureau of Training	0	0	1	0	1
Bureau of Engineering & Water Supply	8	9	6	7	3
Special Details	0	0	0	0	0
Photo Unit	0	2	0	0	0
Bureau of Equipment	0	1	0	0	1
Headquarters Staff	2	0	0	2	1
Other Vehicles	0	0	0	2	3
	<u>20</u>	<u>22</u>	<u>13</u>	<u>19</u>	<u>18</u>

<u>GRAND TOTALS</u>	109	109	103	101	133
---------------------	-----	-----	-----	-----	-----

Vehicle Accidents by Classification

	<u>Type of Accident</u>				
	<u>85-86</u>	<u>86-87</u>	<u>87-88</u>	<u>88-89</u>	<u>89-90</u>
Collision with Fixed Objects--Parked Vehicles Buildings, etc.	52	51	48	45	55
Moving Vehicles	40	46	38	36	50
Another SFFD Vehicle	5	3	2	1	2
Other	12	9	8	9	6
Intersection Collision	<u>9</u>	<u>9</u>	<u>7</u>	<u>10</u>	<u>20</u>
	118	118	103	101	133

DISABILITY INJURIES

	<u>1988-89</u>	<u>1989-90</u>	<u>Change</u>
Total Injuries	912	1162	+250
LWD Injuries	756	959	+203
Lost Work Days	19,876	21,624	+1748
LWD per LWD Injuries	26.29	22.55	-3.74

<u>Lost Work Day Injuries</u>	<u>1988-89</u>		<u>1989-90</u>	
	Injuries	LWD	Injuries	LWD
Engine Companies	348	8953	470	10,794
Truck Companies	221	6468	247	6,499
Rescue Companies	19	394	40	401
Airport Companies	41	1,245	51	1,241
Division 1-2-3	11	339	19	319
All Battalions	42	1,291	49	1,210
Fireboat Company	12	200	11	211
Fire Prev. & Investigation	39	317	47	319
Others	23	669	25	630
<u>TOTAL</u>	<u>756</u>	<u>19,876</u>	<u>959</u>	<u>21,624</u>

<u>Where Injury Occurred</u>	<u>1988-89</u>		<u>1989-90</u>	
	With LWD	Without LWD	With LWD	Without LWD
1. Fires	357	63	510	97
2. Other Emergencies	148	21	159	29
3. On Department Property	163	44	164	51
4. Drills, Off Department Property	24	3	41	3
5. Inspection Work	25	4	26	3
6. Emergency Vehicular Movement	7	3	12	4
7. Non-Emergency Vehicular Movement	6	2	7	3
8. Routine Duties (Auxiliary Ser.)	8	8	10	3
9. Not Otherwise Classified	10	6	11	8
10. Drill Tower (Training)	10	2	19	2
<u>TOTAL</u>	<u>756</u>	<u>156</u>	<u>959</u>	<u>203</u>

<u>What Injured Was Doing</u>	<u>1988-89</u>		<u>1989-90</u>	
	With LWDs	Without LWDs	With LWDs	Without LWDs
1. Handling hose - - - - -	88	25	64	43
2. Handling ladders- - - - -	71	14	61	13
3. Handling axes - - - - -	23	2	20	4
4. Handling ceiling hooks- - - - -	3	4	1	2
5. Handling Gleeson Valves - - - - -	1	0	0	2
6. Handling salvage covers - - - - -	0	0	4	0
7. Handling other tools and equipment-	53	10	69	9
8. Handling other objects- - - - -	17	18	18	23
9. Ventilating - - - - -	8	3	9	6
10. Overhauling - - - - -	11	8	27	9
11. Rescue Work - - - - -	142	9	443	14
12. Locating Fire - - - - -	23	1	21	4
13. Directing Operations- - - - -	2	1	7	0
14. Controlling refrigeration break - -	1	0	4	0
15. Servicing or operating apparatus- -	4	2	16	4
16. Inspection work - - - - -	10	0	11	1
17. Involved in vehicular collision - -	3	0	19	2
18. Getting on or off apparatus - - -	81	7	64	6
19. Ascending or descending - - - -	0	0	12	10
20. Sliding down pole - - - - -	10	1	9	1
21. Exercising- - - - -	18	2	17	4
22. Performing duties allied to cooking	11	3	19	5
23. Not otherwise classified- - - - -	93	31	44	41

How Injury Occurred

1. Struck against- - - - -	83	9	141	18
2. Stepped on- - - - -	44	3	32	9
3. Struck by - - - - -	39	22	76	41
4. Caught in, on, or between - - - -	17	4	54	13
5. Tripped, slipped, or fell - - - -	186	45	243	34
6. Lifting or moving - - - - -	275	53	324	36
7. Overexertion - - - - -	35	2	32	8
8. Wetting - - - - -	7	1	10	1
9. Exposure to temperature extremes- -	3	1	4	3
10. Inhalation- - - - -	4	2	3	4
11. Irritation- - - - -	13	3	12	9
12. Absorption- - - - -	2	0	3	3
13. Contact-electrically charged objects	1	1	1	2
14. Contact-heated objects and heated water	5	1	7	4
15. Grasped - - - - -	4	2	7	4
16. Explosions- - - - -	0	0	10	3
17. Backdrafts- - - - -	0	0	0	2
18. Not Otherwise classified- - - - -	31	19	54	30

<u>Part or Parts of Body Injured</u>	<u>1988-89</u>		<u>1989-99</u>	
	With LWDs	Without LWDs	With LWDs	Without LWDs
1. Eye- - - - -	16	10	17	8
2. Head - - - - -	15	5	18	4
3. Neck (except respiratory system) -	78	17	159	11
4. Shoulder - - - - -	73	19	145	21
5. Arm- - - - -	23	8	24	7
6. Elbow- - - - -	26	9	28	8
7. Wrist- - - - -	16	3	21	4
8. Hand - - - - -	80	23	64	27
9. Back - - - - -	242	25	268	20
10. Leg- - - - -	24	6	31	4
11. Knee - - - - -	90	15	113	16
12. Ankle- - - - -	42	10	2	12
13. Foot - - - - -	45	15	51	17
14. Trunk- - - - -	14	13	20	16
15. Respiratory system - - - - -	25	21	21	20
16. Chest pains- - - - -	20	10	19	10
17. Not otherwise classified - - - - -	19	32	20	11

Nature of Injury

1. Burns and Chemical Burns except eyes	13	2	14	3
2. Burns, eyes- - - - -	3	1	2	0
3. Foreign body in eye or eye irritation	13	5	10	11
4. Strains-sprains- - - - -	371	22	402	40
5. Bruises and contusions - - - - -	50	7	57	24
6. Hernias- - - - -	1	0	1	1
7. Lacerations- - - - -	40	4	39	12
8. Punctures- - - - -	12	9	9	14
9. Dislocations - - - - -	16	1	12	2
10. Fractures and suspected fractures-	20	3	22	9
11. Respiratory system and smoke inhalation	6	2	6	1
12. Dermatitis (skin disorder) - - - -	3	2	4	6
13. Cardio-vascular- - - - -	23	8	24	4
14. Not otherwise classified - - - - -	42	11	60	17

MERITORIOUS COMMENDATIONS

In 1989-90, the Fire Commission accepted the recommendations of the Merit Advisory Board and the Chief of Department concerning acts of heroism performed by the following Department members during the period March, 1989 through December, 1989:

Class "A" Award

Captain Robert G. Boudoures*	Firefighter John S. Cercos
Captain Robert C. Jabs	Firefighter Jerome M. Polizzi
Lieutenant Richard P. Allen	Firefighter John H. Reed
Firefighter Thomas R. Bailon	Firefighter Gerald R. Shannon**

*Also was awarded the Sullivan Medal

**Also was awarded the Scannell Medal

Class "B" Award

Captain Thomas O'Callaghan	Firefighter Ronald R. Lewin
Lieutenant Jimmie T. Braden	Firefighter Jeffrey J. Malone
Lieutenant Terry Millard	Firefighter Wayne A. Martin
Firefighter Ernest C. Aitken	Firefighter John J. O'Callaghan
Firefighter Peter S. Sikora	Firefighter Douglas Riba
Firefighter Rudolph J. Castellanos	Firefighter Siulagi L. Sala
Firefighter Howard W. Cross, Jr.	Firefighter Peter S. Sikora
Firefighter James W. Jenkins	

Class "C" Award

Firefighter Michael R. Ahumada	Firefighter Thomas M. Gallegos
Firefighter Stanford E. Almirol	Firefighter Darryl J. Scobie

There were 25 Unit Citations and 21 Letters of Commendation awarded to uniformed members during this period. Additionally, 4 civilians received Certificates of Merit.

SAN FRANCISCO FIRE FIGHTERS' TOY PROGRAM

This year the Toy Program was a huge success and marked the 39th year of the San Francisco Fire Fighters' Toy program. In 1989 there was an unprecedented need for this program due to the Earthquake and the entire community responding to the pleas of "Help us Help The Kids."

The Toy Program is sponsored by San Francisco Fire Fighters' Local 798. Volunteers, off-duty and retired firefighters and their families contributed more than 7,000 hours to the Toy Program with the hope of making Christmas happier for San Francisco's needy children.

After the October earthquake, realizing that it doesn't have to be Christmas for a child to need a toy, volunteers collected and distributed 10,000 toys to the children of San Francisco, Watsonville and Santa Cruz who lost everything in the earthquake.

During the Christmas Season, the Fire Fighters' Toy Program distributed an estimated 155,000 toys to nearly 31,000 children in individual families and group situations.

The Toy Program relies on donations from organizations and private individuals for its success. The retail value of new toys donated by toy companies throughout the Bay Area was in excess of \$1.25 million. Monetary contributions, used for the purchase of new toys, were in excess of \$20,000.

A child's heart believes in dreams. To each and everyone of you, our sincere thanks for helping us "help the kids" and making Christmas dreams come true.

F.L.A.M.E.

As it completes its 2nd decade of service to young people in the Bay Area, the San Francisco Fire Department's Fire League of Athletic and Musical Events (FLAME) continues to grow. Athletic opportunities, including baseball, basketball, soccer and rugby were made available to approximately 1000 children during fiscal year 89-90, a 25% increase from FY 88-89. The program now serves over 5000 boys and girls. Funding and servicing for the program is made possible through the cooperation and generous financial assistance of active and retired members of the San Francisco Fire Department.

FLAME has continued to provide activities for handicapped children, making it possible for them to participate in various outings which would not normally be available to them. Invaluable organizational assistance in this area of service was provided to the FLAME Program by retired Firefighter John B. Sullivan. His exemplary efforts on behalf of this program deserve recognition and gratitude.

PIONEER MEMORIAL MUSEUM
ST. FRANCIS HOOK AND LADDER SOCIETY

The St. Francis Hook & Ladder Society sponsors the San Francisco Fire Department's Pioneer Memorial Museum. The Museum is open to the public with free admission Thursday through Sunday from 1:00 p.m. to 4:00 p.m., and is located adjacent to Station #10 (655 Presidio Avenue). Docents from the Society and City Guides have welcomed 2,453 visitors during this past year.

The St. Francis Hook & Ladder Society is a non-profit California corporation which is empowered to accept gifts to the Museum, on behalf of the Fire Commission. If such gifts are monetary, the Society uses the money for the preservation, restoration and maintenance of apparatus, artifacts, and memorabilia of the collection.

Society memberships are open to all in the community who wish to preserve San Francisco's fire history. During 1989, off-duty firefighters of the Department represented the San Francisco Fire Department in grand fashion at Firemen's musters in Virginia City, Nevada; Ferndale; Table Mountain; Auburn and California. The St. Francis Hook & Ladder Muster Team won the California Fireman's Muster Association's Class I State Championship Hand Engine award with the Museum's 1856 Button "Emperor Norton No. 1" machine.

At the Society's annual meeting, Augie Pierucci and Jack McCloskey, the Society's founders, were presented with honorary life membership awards. Members of the year for 1989 were Steve Van Dyke and Dave Pixler.

During the year, the membership of the Society donated 6,287 hours of service to the Department as sponsors of the Museum.

STRESS UNIT

The San Francisco Fire Department's Stress Unit/EAP (Employee Assistance Program) has been in operation for four years. This program is based on confidential peer counseling and is very successful. It provides a safe, objective, non-judgmental and confidential environment where firefighters and their families can come for support, advice and professional referrals in resolving personal and job-related problems, which often impair job performance and efficiency. Stress, whether incurred by traumatic incident, family problems, alcohol and/or drug abuse, decreases firefighters' effectiveness and could endanger their fellow firefighters and hinder their effectiveness in serving the community.

The Stress Unit's primary concern is the mental and emotional well-being of the firefighters involved. The Stress Unit provides absolutely confidential help for all members of the Department and their families and does not function as an administrative disciplinary unit.

The unit currently consists of three full-time firefighter peer counselors and is assisted by a thirteen member Stress Unit Committee that reflects the ethnic diversity of the San Francisco Fire Department and represents every rank in the Department. The committee acts as a liaison between the Stress Unit and the Department Administration.

The Stress Unit has become more and more involved in counseling firefighters after traumatic incidents. This was evidenced after the October 1989 earthquake. The Stress Unit Committee is continuing its work in the formation of critical incident response teams.

Confidential peer counseling has proven to be a very successful approach to the problems our firefighters are experiencing. Many firefighters and their families have been helped by this unit and consequently job performance has improved.

The unit has made presentations to each new probationary class, providing valuable information about what the unit offers and how to contact the unit should the need arise in their lives.

A presentation is also given to the probationary firefighters' spouses, families, or close friends explaining to them what the job of firefighter encompasses. This presentation is given by a firefighter's wife or husband in order to have an understanding of what it is like to live with a firefighter. The objective of these presentations is to bring about early recognition of problems and by seeking the necessary help, solutions can be found so that the effect on their relationships and careers can be minimized.

FIREFIGHTING AND RESCUE SERVICES

The Suppression forces provide protection to 738,700 citizens residing in the 49 square miles of San Francisco. During the business day, this number increases to approximately one-and-a-half million. The Suppression forces consist of 41 engine companies, 18 truck companies, 2 rescue squads, two fireboats (a second fireboat was acquired this year through the generous donation of an anonymous donor), and other special purpose units. The companies are organized in three divisions which are further divided into 10 battalions. A fourth division comprised of three firefighting companies is located at San Francisco International Airport.

During fiscal year 1989-90, Suppression units responded to 59,712 incidents, an increase of 2.6% over the previous fiscal year. This number of incidents does not include approximately 600 incidents which occurred on October 17, 1989 as a result of the devastating earthquake. These incidents were manually dispatched and not included in the computer-generated totals. 26,687 responses were made to medically related incidents. The number of false alarms increased by 667 over the previous year. This is the second year of increase after several years of decreasing false alarms.

Fire Prevention activities of the Suppression forces center around the Commercial Residential Inspection Safety Program (CRISP) and the Home Safety Survey. Last fiscal year, the suppression forces inspected nearly 13,000 buildings under these two programs. Besides identifying and abating hazards found during inspections, fire suppression companies are able to formulate pre-fire plans for the inspected buildings.

The primary responsibility for in-service training of Suppression firefighters is with the company officers, but the Division of Training supplements this training and also evaluates the performance of individual fire companies and firefighters. In addition, designated officers, in cooperation with the Division of Training, provide training in specialized areas, such as Hazardous Material incident response, BART and MUNI Metro underground firefighting and rescue, high-rise building firefighting, wildland firefighting, and surf and cliff rescue.

A Surf Rescue Unit was developed during fiscal year 1989-90. This unit is comprised of officers and members assigned to companies located in proximity to the beaches in the western and northwestern areas of the City. Because the Golden Gate National Recreation Area discontinued its water rescue and lifesaving program, the Fire Department is expecting increased activity in surf rescues at Ocean and China beaches. Through the cooperation of the San Francisco Recreation and Parks Department, sixty five officers and members of the Fire Department have been qualified in advanced life-saving and water rescue techniques. Equipment for this program is being purchased with money from a generous donation from a local family, several members of which were rescued from the surf by a fire department team.

The following is a recapitulation of Fire Department response from 1984-85 to 1989-90 and a comparison of the number of incidents by type for 1988-89 and 1989-90.

FIREFIGHTING AND RESCUE SERVICES

Recapitulation of Fire Department Response:

	<u>84-85</u>	<u>85-86</u>	<u>86-87</u>	<u>87-88</u>	<u>88-89</u>	<u>89-90</u>
Total Fire	7,132	6,709	6,267	6,212	5,920	6,210
False Alarms	10,541	10,266	9,469	8,265	9,046	9,713
Emergency Other than Fire	21,516	26,075	28,762	37,855	43,212	43,789
(Resuscitations)	(1,776)	(1,724)	(1,525)	(1,497)	(1,295)	(1,068)
Total Alarms	39,189	43,050	44,498	52,332	58,178	59,712*
Major Alarms	59	69	68	71	92	72

*Total does not include 600+ responses related to October 17, 1989 Earthquake

Summary of Incidents by Type

	<u>88-89</u>	<u>89-90</u>
<u>Fires</u>		
Unknown Type Fire- - - - -	3	1
Building Fire- - - - -	2,307	2,299
Trees, Brush, Grass- - - - -	543	559
Vehicle Fire- - - - -	1,155	1,044
Refuse Fire- - - - -	1,748	2,136
Outside Structure- - - - -	89	77
Explosion- - - - -	2	7
Outside Spill/Leak- - - - -	-	-
Mobile Home- - - - -	-	12
Other Fire- - - - -	73	75
<u>TOTAL</u>	<u>5,920</u>	<u>6,210</u>

False Alarms

Malicious/Mischief- - - - -	6,627	7,376
Bomb Scare, No Bomb- - - - -	20	04
System Malfunction- - - - -	1,423	1,403
Unintentional- - - - -	<u>976</u>	<u>930</u>
<u>TOTAL</u>	<u>9,046</u>	<u>9,713</u>

Emergency Other Than Fire

Rescue Calls

Resuscitation-Positive- - - - -	467	150
Resuscitation-Negative- - - - -	828	918
First Aid- - - - -	24,736	25,619
Rescue/Extrication- - - - -	125	119
Potential Jumper- - - - -	34	26
Elevator/Escalator- - - - -	532	357

Suppression

Rescue Calls (Cont)

	88-89	89-90
Trapped in Auto- - - - -	187	229
Cliff/Landslide- - - - -	25	30
Aircraft Incident- - - - -	2	3
Drowning - - - - -	12	9
<u>TOTAL</u>	26,948	27,460

Overpressure

Steam Rupture- - - - -	58	82
Air/Gas Rupture- - - - -	173	314
Water Heater/Boiler- - - - -	139	248
<u>TOTAL</u>	370	644

Hazard Conditions

Washdown Blood - - - - -	58	87
Washdown Gas/Oil, etc. - - - - -	1,113	1,067
Explosive Removed- - - - -	16	17
Excessive Heat - - - - -	248	256
Power Lines Down - - - - -	99	126
Arc/Short Electric - - - - -	450	439
Refrigeration Leak - - - - -	10	27
Smell of Natural Gas - - - - -	16	91
Building Collapse- - - - -	6	35
Aircraft Alert - - - - -	89	45
<u>TOTAL</u>	2,105	2,190

Good Intent Calls

Smoke Scare/Smell- - - - -	533	198
Wrong Location - - - - -	53	24
Control Burn - - - - -	23	10
Alarm Bell Ringing - - - - -	3,647	3,186
Recall/No Service- - - - -	1,564	927
Recall/Medical - - - - -	27	509
<u>TOTAL</u>	5,897	4854

Service Calls

Cover a Window - - - - -	417	449
Lock-Out/Lock-In - - - - -	826	807
Water Removal- - - - -	1,180	1,174
Smoke/Odor Removal - - - - -	536	952
Animal Rescue- - - - -	40	65
Assist Police- - - - -	340	337
Broken Hydrant - - - - -	367	260
Boat Sinking - - - - -	14	7
Loose Structure- - - - -	88	177
Broken Sprinkler - - - - -	85	88
<u>TOTAL</u>	3,893	4,316

<u>Hazardous Material Spill</u>	<u>88-89</u>	<u>89-90</u>
Unknown- - - - -	29	40
Explosives - - - - -	9	8
Compressed Gas Leak- - - - -	99	319
Flammable Liquid Spill/Leak- - - - -	191	135
Flammable Solids - - - - -	5	1
Oxidizing/Organic Peroxides- - - - -	3	4
Poisons- - - - -	2	4
Radioactive Material - - - - -	2	0
Corrosives - - - - -	9	8
Other Regulated Material - - - - -	55	34
<u>TOTAL</u>	<u>404</u>	<u>553</u>
<u>Miscellaneous Calls</u>	<u>3695</u>	<u>3772</u>

Fires - Source of Heat of Ignition

Heating Systems- - - - -	125	115
Cooking Equipment- - - - -	902	885
Air Conditioning Equipment - - - - -	19	09
Electrical Distribution Equipment- - - - -	413	371
Electrical Appliances- - - - -	117	91
Special Equipment- - - - -	268	318
Processing Equipment - - - - -	10	14
Service Equipment- - - - -	37	35
Other Objects- - - - -	3,734	3,974
Undetermined - - - - -	298	402

Fires - Type of Material Ignited

Gas- - - - -	41	49
Flammable Liquid - - - - -	552	505
Volatile Solid - - - - -	333	344
Chemical-Metal-Plastic-Paint - - - - -	214	178
Natural Product- - - - -	1,265	1,233
Fabric-Textile Fur - - - - -	597	567
Material with Oil- - - - -	41	35
Other- - - - -	118	106
Undetermined - - - - -	274	364
Wood-Paper - - - - -	2,483	2,833

Fires - Number and by Property Class

Public Assembly		
Amusement-Fixed - - - - -	6	5
Amusement-Variable- - - - -	2	6
Churches- - - - -	10	5
Libraries, Courts - - - - -	6	7

Suppression

<u>Fires - Number and by Property Class</u>	<u>88-89</u>	<u>89-90</u>
Public Assembly (Cont)		
Eating, Drinking- - - - -	73	73
Terminals, Station- - - - -	12	2
Theaters- - - - -	6	4
Clubs - - - - -	8	3
Educational		
School, Non-Resident- - - - -	23	20
Business Schools- - - - -	1	7
Universities- - - - -	1	1
School, Residential - - - - -	0	0
Unclassified- - - - -	2	1
Institutional		
Care of the Aged- - - - -	6	15
Care of the Young - - - - -	1	5
Sick or Injured - - - - -	31	30
Physical Restraint- - - - -	6	4
Residential		
One & Two Family- - - - -	514	484
Apartments- - - - -	1,251	1,287
Rooming House - - - - -	1	1
Hotel - - - - -	121	115
Motel - - - - -	2	2
Dormitory - - - - -	5	2
Mobile Home - - - - -	1	1
Other - - - - -	0	0
Store & Office		
Food, Beverage- - - - -	20	18
Textile, Clothing - - - - -	8	7
Household, Repair - - - - -	3	13
Specialty - - - - -	17	20
Recreation- - - - -	9	8
Professional- - - - -	10	18
Motor Vehicle - - - - -	9	13
General Item- - - - -	8	8
Offices - - - - -	96	112
Basic Industry		
Communications- - - - -	0	1
Utilities - - - - -	40	37
Agriculture - - - - -	1	2
Forestry- - - - -	2	2
Mineral Products- - - - -	2	2
Laboratories- - - - -	3	3

Suppression

	88-89	89-90
Manufacturing		
Food- - - - -	12	8
Beverage, Tobacco - - - - -	1	3
Textiles- - - - -	0	0
Wearing Apparel - - - - -	5	2
Wood, Paper - - - - -	17	13
Chemical- - - - -	2	5
Metal - - - - -	9	7
Vehicle - - - - -	5	1
Other - - - - -	3	5
Unclassified- - - - -	2	6
Storage		
Textile - - - - -	-	-
Food, Tobacco - - - - -	2	2
Petroleum, Alcohol- - - - -	-	-
Wood, Paper - - - - -	3	1
Chemical, Plastic - - - - -	1	1
Metal - - - - -	3	2
Vehicle - - - - -	12	17
General - - - - -	34	37
Agriculture-- - - - - -	0	1
Unclassified- - - - -	-	-
Special Properties		
Construction- - - - -	16	20
Special Structures- - - - -	14	10
Outdoor - - - - -	559	576
Road- - - - -	1,723	2,074
Equipment Areas - - - - -	3	4
Railroad- - - - -	1	0
Aircraft Areas- - - - -	1	1
Water Areas - - - - -	1	1
Unclassified- - - - -	0	0
Mobile Property		
Road-Passenger- - - - -	1,056	941
Road-Freight- - - - -	112	108
Rail Transport- - - - -	0	1
Water Transport - - - - -	3	5
Air Transport - - - - -	1	1
Heavy Equipment - - - - -	3	8
Special Vehicles- - - - -	0	1
Unclassified- - - - -	5	2

DIVISION OF AIRPORTS

Division #4 of the San Francisco Fire Department, is responsible for providing fire protection, training and prevention for the San Francisco International Airport.

The Division's services are provided by three airport fire companies located at two fire stations at the airport. These companies also make regular building inspections of terminals, cargo areas and other structures.

Airport Company #1, located in Fire Station #1, is an Aircraft Rescue and Firefighting (ARFF) Company, composed of two (2) ARFF units and a rescue boat.

Airport Company #2, located in Fire Station #2, is an Aircraft Rescue and Firefighting (ARFF) company composed of two (2) ARFF units. One defibrillator is assigned to Airport Company #2.

Airport Company #3, located in Fire Station #1, is a structural company providing first aid and structural protection. This company is composed of three (3) units - engine, truck and first aid vehicle. Two defibrillators are assigned to Airport Company #3..

Fire prevention activities are provided by a Deputy Fire Marshal and Fire Safety Inspector. Duties include regulation of hazardous materials, code enforcement, and training in fire extinguisher operation and earthquake preparedness.

The staff at Division #4 includes a Division Chief, Operations Officer and a secretary. Aircraft rescue and firefighting operations are regulated by Federal Aviation authority. All Division #4 personnel are certified annually by the Federal Aviation Administration (FAA). At least two of the on-duty personnel are certified scuba divers, equipped for response to water emergencies.

In addition to regular drills as scheduled by the San Francisco Fire Department, special drills are regularly conducted. Each month, three surprise exercises are conducted (RED CAPs). These exercises involve not only the Airport Fire companies, but also Airport police, medical, communications and operations. Exercises are primarily aircraft related, but are also used for simulated water rescue, hazardous materials and medical problems.

In recognition of the Airport's safety and emergency preparedness efforts, the Aviation Safety Institute has bestowed its Safety Institute Award to San Francisco International Airport.

AIRPORT RESPONSE STATISTICS

1989/90

Aircraft Incidents	114
Brigades (Panel Alarms/Good Intent)	520
Building Fires	20
Code 10 (Bomb Threats)	10
Elevators/Escalators	268
Fuel Spills	182
Grass/Trash Fires	15
Medical Alarms	1008
Vehicle Incidents	57
Water Rescues	<u>2</u>
Total	2196

HAZARDOUS MATERIALS PROGRAM

To meet the potential hazards posed by the increased usage of toxic and otherwise hazardous materials, the San Francisco Fire Department placed a Hazardous Materials Response Unit into service on October 1, 1982.

The Hazardous Materials Response Unit (Haz Mat 1) is quartered at Fire Station 36 and consists of the members of Engine Company 36, supported by members of Rescue Squad 1 and Rescue Squad 2. Its emergency operations are coordinated by the Chief Officers of Battalion 2. Further support is given to the unit by inspectors from the hazardous materials permit section of the Fire Prevention Bureau, industrial hygienists and environmental health inspectors from the Department of Public Health, and the Coast Guard.

During the year, the team responded to incidents involving asbestos, spills of unknown powders, reacting chemicals, and large fuel spills in buildings. It is not necessarily the quantity released that determines the severity of a hazardous materials incident, but the hazards presented and the system impacted that are of concern.

The Hazardous Materials Unit has been outfitted with identification equipment, hazard assessment equipment, personnel protective equipment, and control and containment equipment.

During the 80's, equipment was added to the response unit as needs were identified. The original response unit is too small for the current needs of our personnel and a large step-van is being built to our specifications and is expected to be delivered by October, 1990. This vehicle will provide the much needed room for personnel and equipment. We have received \$80,000 from the State of California to purchase this new Hazardous Materials Response Unit.

The Hazardous Materials Support Unit quartered at Station 29 is a new stake-bed truck with a hydraulic lift-gate. This vehicle carries a large supply of foam, 55 gallon overpack drums, numerous bags of absorbent material and a 1500 gallon chemical resistant portable tank. The support unit is available by special call and will normally respond with only a driver.

Training for personnel this year has included in-house training for members of Station 36 and the completion of the 200-hour hazardous materials classes for two new members of Station 36. Thirty-two members of the Fire Department are certified Hazardous Materials technicians. Twenty of these personnel work out of Station 36. To maintain compliance with federal OSHA laws, personnel assigned to Engine 36 or Battalion 2 must successfully complete the 200 hour State certified hazardous materials course.

HIGH-RISE TRAINING PROGRAM

The city of San Francisco has nearly 500 high rise buildings. Most of these buildings are located in the downtown area of the city. The problems encountered by members who work on high rise buildings are unique. The High-Rise Training Program endeavors to insure that all members of the Fire Department have the necessary training in these procedures.

In cooperation with our business community, the San Francisco Fire Department conducts training sessions for Department members in high rise procedures. These sessions are conducted on weekends in various buildings in the downtown area. The sessions stress San Francisco Fire Department procedures that are applicable to high-rise buildings.

More than 65% of the suppression force attended a high rise training session during fiscal 1989-90. Our goal for 1990-91 is an 80% attendance.

Suppression units in appropriate areas conduct inspections and familiarization tours of high-rise buildings. Battalion Chiefs in high-rise areas conduct a thorough inspection of at least one high-rise building each month.

BAY AREA RAPID TRANSIT AND MUNI METRO TRAINING

The BART/MUNI-METRO Liaison Committee conducts training exercises with these rail systems and meets regularly with representatives from each of these Departments as well as with the California Public Utilities Commission and other Fire Departments who have similar concerns.

Based on their expertise and vast experience, two members of this Committee were asked to discuss "fire safety in the underground" with members of the Kent Fire Service (England) assigned to the English Channel Tunnel project.

In order to familiarize members of the Department with the underground system, the following training exercises were conducted during the fiscal year: Three drills were conducted in the Trans-Bay Tube in conjunction with the Oakland Fire Department and BART Safety and Operations Personnel. These drills were two-hours in duration and required a full Trans-Bay Tube Box response. Approximately 43 officers and members participated in each of these drills in addition to the members of the committee who supervised them. Two orientation tours were also conducted through the underground between Civic Center and 16th Street Stations. A total of 70 officers and members participated in these one-hour tours.

Three training exercises were conducted in the MUNI-METRO underground in cooperation with MUNI/METRO Safety and Operations personnel. These drills also called for a full response to the stations on either side of the incident. In addition to the members of the committee, a total of 56 officers and members responded to each of the two-hour drills.

SURF-CLIFF RESCUE UNIT

An increasing population, unaware of the dangers at San Francisco beaches and cliffs, has given rise to a dramatic increase in surf emergencies at our beaches. In order to provide successful response to these incidents and limit the risks to San Francisco Fire Department personnel, the Surf-Cliff Rescue Unit became fully operational during 1989.

The Surf-Cliff Rescue Unit is staffed by specially trained personnel from Station 34, 18, 23 and 14. The Surf Cliff Rescue Committee is headed by Battalion Chief John Mandas and consists of Captain Stephen Freeman, Captain Thomas Ryan, Lieutenant Tilden Hansen, Lieutenant Robert Fennell, Firefighter Mark Evanoff and Firefighter Russell Albano.

Cliff Rescue 1 consists of a four wheel drive pickup equipped with both surf and cliff rescue equipment. Surf Rescue 18 is equipped with Surf Rescue equipment, boards and an ocean kayak.

Training consists of three phases, all of which are conducted by Lieutenant Robert Fennell, a former lifeguard and water safety instructor.

Primary training, rescue swimming and water safety instruction is conducted at Sava Pool, a City Recreation and Park Department facility.

Advanced training, open water, and surf rescues are conducted at Ocean Beach, China Beach and Bakers Beach.

Coordinated training with the Coast Guard and Federal Life Guards is generally done at least monthly under Lieutenant Fennell's direction.

During this year the committee has interfaced with other responding agencies to improve communication, coordinate training and drills, and provide an effective, timely response to surf emergencies.

There have been a number of dramatic rescues recently at Ocean Beach that would not have been successful without well trained and equipped swimmers. The skill and courage demonstrated by the Surf Rescue personnel at these incidents was outstanding. Members of a San Francisco family who were rescued from the surf recently donated funds in excess of \$10,000 to be used by the Surf Rescue Unit to purchase much needed equipment. Their generosity and concern for their fellow citizens is deeply appreciated.

MUTUAL AID PROGRAM

The California Fire Service is one of the best fire groups in the world. This is primarily due to the fact that the California Fire Service has a tremendous Mutual Aid System which is very dependable and is relied upon heavily by all California fire departments. The San Francisco Fire Department is part of this Mutual Aid System, and our capabilities are constantly being upgraded.

The Department is currently working with other agencies in the Bay Area to further improve Mutual Aid response. The areas being addressed this year are the standardization of communications and operational fittings.

Our OES Unit 217 has responded to wildland fires in the state, most recently to a fire in Tehama County. Assistance was also given to the San Francisco Water Department for fire control in the Crystal Springs watershed. The Hazardous Materials team responded to a Mutual Aid call from the San Bruno Fire Department to assist the California Department of Forestry in the watershed region.

The Training Program is continuing with over one hundred officers and firefighters trained in the Mutual Aid System and Wildland Safety. Two Strike Teams, which included a unit from the Presidio Fire Department and the Treasure Island Fire Department, went to Palo Alto for a massive Wildland Training Exercise. OES Unit 217 was sent to Marin County to participate in a Wildland Exercise. A Hose Tender drill was conducted at Jack London Square with the Oakland Fire Department. In April of this year, a Strike Team from North San Mateo County was sent to the City to participate in an Earthquake drill. Plans are now being formulated to bring a North Bay Strike Team into the City to participate in a Mutual Aid exercise.

BUREAU OF FIRE PREVENTION

The Bureau of Fire Prevention's authorized strength during fiscal year 1989-1990 was eighteen civilian and twenty uniformed inspectors. In addition, the Bureau has two fire protection engineers and six clerical positions. Seven uniformed officers are assigned to the Bureau to provide supervision and management.

A Management Information Specialist is presently working with the Bureau in developing computer programs which will track the Bureau's income generating activities. It is anticipated that the billing for actual time of inspections caused by Department of Public Works permits will generate revenues in excess of \$350,000 per year. The reinspection fee which is now generating about \$5,000 per month is expected to increase by approximately 50% due to changes in the computer programming.

The above, along with the High Rise Inspection fee, Plan Checking fee and Fire Department Permit fee generate approximately 50% of the Bureau's \$4 million annual budget.

InspectionsMajor Inspection Activities of the Bureau of Fire Prevention
For Fiscal Year 1989-1990

Annual (excluding High Rise)	331
Annual High Rise	7,517
BBI Referral Inspections	13,935
Complaint Inspections	4,786
Department of Public Health Referrals	644
Follow-Up Inspections	3,651
Permit Inspections	366
State Fire Marshal Referral	842

The total number of inspections conducted by members of the Bureau of Fire Prevention during the last fiscal year was 38,842.

CODE DEVELOPMENT

The same model building code for both City and State building safety and handicapped requirements became effective during the past fiscal year.

On July 1, 1989, the State of California adopted the 1988 Uniform Building Code (with amendments) which is now known as the California Building Code. Effective July 1, 1989 the Bureau of Fire Prevention personnel enforced the provisions of the California Building code which have been adopted by the State Fire Marshal.

The Bureau has been working with the San Francisco Chamber of Commerce Code Committee and the Bureau of Building Inspection in drafting amendments to the 1988 Uniform Code. On January 1, 1990 that code was adopted and is now known as the San Francisco Building Code.

The Bureau of Fire Prevention will adopt the 1988 Uniform Fire Code with amendments which will be known as the San Francisco Fire Code. At this time, the proposed Code has not yet been adopted. The proposed code will be reviewed by the City Attorney's office and it will be presented to the Fire Commission this Fall. If the Board of Supervisors adopts it, it will become effective January 1, 1991.

Plan Checking

The Bureau of Fire Prevention has six members under the supervision of a lieutenant who are assigned to check plans for alterations and new construction of buildings for compliance with laws and ordinances related to egress, fire protection and fire spread control.

The Bureau of Fire Prevention and the Bureau of Building Inspection have established committees to review enforcement policies and to develop parameters for the design of required life safety components for buildings. These committees meet with the public and solicit their input to solve enforcement and procedural problems. Since such meetings have been part of the program, problems involving plan checking have diminished.

ACCELERATED CODE ENFORCEMENT

In abatement cases that become protracted or require correction through the assistance of the City Attorney or District Attorney, the Accelerated Code Enforcement (A.C.E.) Fire Inspector pursues these matters with the appropriate legal authorities until resolution is reached.

The assignment includes responsibility for researching ownership of the property, information pertinent to the case, participation in consultations, and court appearances. Additionally, the A.C.E. Inspector is responsible for the inspection of and the appropriate follow-up action on matters of immediate fire safety concerns as directed by the Fire Marshal.

Other activities performed in this area are inspections of City and County of San Francisco properties/structures and the San Francisco Housing Authority sites throughout the City.

During fiscal year 1989-1990 the following activities were conducted:

1. Completed the installation, listing, and acceptance of supervised fire detection, pre-action suppression systems in the main library basement storage stacks and San Francisco archives/history room - including a Halon Suppression System in the San Francisco History room.
2. Continued modernization programs at San Francisco Housing Authority sites through the provision of equivalent means of supervised fire detection and suppression systems.
3. Reviewed and inspected Housing Authority sites in accordance with Battalion Chiefs quarterly inspection reports of deficiencies. Notified Housing Authority of findings and inspected sites as needed to ensure that corrective actions were taken.
4. Represented the San Francisco Fire Department in court hearings where abatement procedures had been ignored.
5. Participated in Target Hazard Task Force group comprised of City Attorney's office, Police Department, Department of Public Health, Bureau of Building Inspection and other state/local agencies that provide enforcement assistance. Subject properties include crack houses, illegal auto repair activity as well as other chronic multi-agency enforcement interests.
6. Represented the Bureau of Fire Prevention with regards to fire and life safety issues, as necessary.

INSTITUTIONS

The institutions' inspector is responsible for facilities which provide twenty-four (24)-hour care and supervision. The inspector's duties are increasingly demanding as the needs of society increase for a variety of types of care facilities. These include adult residential care, residential care for the elderly, group homes for the protection of children and mothers, substance abuse and rehabilitation programs, work furlough programs, hospitals, and jails. All of these facilities are required to be licensed by several state agencies who require inspections prior to an issuance of their license, capacity change, client changes, as well as license renewals.

The institutions' inspector is also involved with the planning of these facilities. Prior to construction, construction plans submitted to the Building Department and the office of State Health Planning and Development are reviewed to assure conformance with the California Building and Fire codes as well as the San Francisco Building and Fire codes. Once the construction has started, field inspections are performed to assure compliance.

Major ProjectsSan Francisco Sheriff's Facility

The Sheriff's department is currently under court order to upgrade the jail facility for fire and life safety. Additionally, a new jail facility is under planning stages for construction. This new facility includes a clinic, housing, and work furlough programs.

San Francisco Mental Health Facility

Preliminary meetings are being conducted with members of the Bureau of Architecture, San Francisco General Hospital, Architects, and Engineers, on the construction of this new site at 21st Street and Potrero Avenue.

San Francisco AIDS Research Building

San Francisco General Hospital is adding four floors to an existing building for AIDS research.

Listed below are the types and numbers of facilities inspected by the Bureau of Fire Prevention's Institution Inspector.

<u>Type of Facilities</u>	<u>Number</u>
Adult Residential Care	161
Residential Care for the Elderly	157
Group Homes (mothers and/or children protection)	60
Substance Abuse Programs	425
Work Furlough	8
Jails	7
Hospitals	39

HIGH-RISE INSPECTION PROGRAM

The State of California mandates that all regulated high-rise buildings be inspected annually. The Bureau of Fire Prevention's high-rise inspection team inspected 436 high rises with a total square footage of 95,532,162 during fiscal year 1989-1990. These inspections generated \$451,706 which greatly defrayed their cost.

As a result of annual inspections, the Bureau has developed a relationship with building owners and managers which increases their awareness of fire-related problems and consequently the safety of the people who utilize such structures. The inspections conducted by inspectors assigned to this program are primarily concerned with maintenance of fire resistant construction, maintenance of fire protection systems (including suppression systems), general housekeeping, hazardous conditions caused by unsafe activities or storage of materials both flammable and hazardous, maintenance of exits, and emergency planning.

As the buildings equipped with life safety systems become older, it is increasingly important that all the components of the Life Safety Program be inspected and tested periodically. The only way to insure the maintenance of such equipment is through frequent inspections.

FIRE SUPPRESSION INSPECTION PROGRAMS

The Commercial Residential Inspection Safety Program (CRISP) is an inspection program performed by Fire Suppression personnel and is targeted primarily at places of business and large residential buildings. Large industrial buildings exceeding 100,000 square feet, properties classified as high-rise buildings, and single and dual family dwellings, are excluded from this program. Family dwellings, however, are inspected by Fire Suppression personnel under the Home Safety Survey program as discussed later in this section. In fiscal year 1989-1990, Fire Suppression companies inspected 6,880 buildings under the program.

CRISP is designed to enable first-due companies to identify hazards and prepare pre-fire plans and to identify and classify buildings for computer data storage and retrieval.

The Bureau of Fire Prevention is responsible for record keeping and screening of all forms for compliance with any and all applicable codes, ordinances and regulations. In addition to this, the inspector assigned to the program serves as liaison between the Fire Suppression and Fire Prevention personnel.

A year by year recapitulation of CRISP for the last five (5) years is as follows:

<u>YEAR</u>	<u>INSPECTIONS</u>	<u>VIOLATIONS</u>	<u>CORRECTIONS</u>	<u>PERCENT</u>
1985-1986	10,659	470	349	74.3%
1986-1987	14,804	507	318	63.0%
1987-1988	10,351	440	238	54.0%
1988-1989	10,030	459	250	53.0%
1989-1990	6,880	312	231	73.7%

The Home Safety Survey Program is carried out by the Fire Suppression companies to identify hazards in family dwellings. The effectiveness of the program relies upon the cooperation of the home dwellers, as it is with their consent and participation that inspections are made. When their consent is granted, Fire Suppression personnel inspect the homes for hazards such as stored rubbish, flammable liquids, housekeeping, electrical wiring and heating hazards. With the cooperation of the home dwellers, any hazards identified are abated.

SCHOOL INSPECTION PROGRAM

There were 201 schools, including children's centers and private schools, in the San Francisco area at the end of fiscal year 1989-1990, up 35% from the previous reporting period.

The responsibility of the Bureau of Fire Prevention is to make on-site fire safety and other hazardous inspections of school structures and premises; witness the testing of fire alarms and sprinkler systems; perform inspections relating to the storage, handling, and dispensing of hazardous materials.

The inspector investigates fire hazard complaints and recommends corrective action; reviews plans and specifications of proposed building alterations; confers with architects, engineers and contractors to insure that reasonable life safety measures exist and conformity to applicable Federal, State, and local codes is attained.

PUBLIC EDUCATION UNIT

The Public Education Unit continues to operate its Fire Safety Program addressing the City's large senior citizen population. Fire and earthquake programs were presented to senior citizens at community and association meetings; Housing Authority buildings; Senior Centers; hospitals and other sites.

Programs to educate the public on hotel safety, high rise evacuation and relocation, hospital employee safety, safety tips for babysitters and the use of fire extinguishers plus special programs for children, were presented throughout the city.

Our annual Fire Prevention Day at the San Francisco Zoo was very successful. This year's theme, "A Sound You Can Live With! Test Your Detector", was presented to approximately 7,000 people. Visitors were treated to a display of fire apparatus from the San Francisco Fire Department Toy Detail, Brisbane Fire Department, and California Division of Forestry. Fire and Earthquake Safety information was presented to all visitors. A surprise visit from Smokey the Bear highlighted the day.

HIGH-RISE FIRE SAFETY DIRECTOR PROGRAM

The Bureau of Fire Prevention is responsible for the curriculum and the proper execution of the Fire Safety Director courses taught at the downtown Community College Center. Programs are conducted throughout the school year. Each course is primarily designed and directed toward high-rise building owners, managers and chief operating engineers and is conducted over a period of nine weeks for a total of 27 hours. The final examination is the creation of a building fire and life safety plan which is reviewed and approved by the officers of the Fire Prevention Bureau.

The Bureau conducts programs to assist Fire Safety Director graduates in initiating Fire and Life Safety education programs at their high-rise buildings and monitors their exit drills as required by the San Francisco Fire Code.

FIRE INSPECTOR TRAINING

Fire Inspectors receive approximately 12 hours of recurrent proficiency training at Headquarters each month.

Additionally, selected district inspectors and specialists attend specialized courses in codes and regulations, hazardous materials, hospital and institutional occupancies, public education programming, plan checking and fireworks.

This fiscal year, our Bureau Training Manager completed all the State courses required to teach all inspectors the subjects necessary to be certified by the State Board of Fire Services in Fire Prevention. All inspectors will be certified by the fall of 1990.

The Bureau's personnel participate in monthly meetings of the Fire Prevention Officers section of the California Fire Chief's Association.

ASSISTANT FIRE MARSHAL - SAN FRANCISCO INTERNATIONAL AIRPORT

The Airport Fire Marshal and his staff conduct annual inspections of all structures located at the San Francisco International Airport; attend monthly meetings on safety and emergency response plans; monitor hazardous activities; inspect storage facilities for hazardous chemicals, including flammable and combustible liquids. In addition, the Fire Marshal conducts fire safety classes for airport personnel.

Another function of the Airport Fire Marshal and his staff is to check plans for alterations to existing structures and new buildings for code and safety compliance.

Current Status of Improvement Projects

The \$102 million renovation of the Airport's south terminal boarding area "C" has been completed; and three of the south above-ground fuel tank farms have been removed. One still remains. The fuel hydrant system has been improved and extended, limiting the use of fuel trucks. Also, the airport terminals and boarding areas have been sprinklered throughout. These renovations keep San Francisco International Airport travel the safest in the United States.

Future Projects

A \$1.2 billion renovation of the airport is scheduled to start by the end of 1990 which will consist of:

1. a new seven story international terminal
2. two new boarding areas "A" and "G"
3. two new firehouses
4. new quarters for the airport fireboat
5. a new modern fire alarm system controlled by computers throughout the airport
6. a new superbay and other buildings under construction or being demolished

These renovations should be completed by the year 2005.

ASSISTANT FIRE MARSHAL - SAN FRANCISCO PORT COMMISSION

The Port of San Francisco has jurisdiction over 7-1/2 miles of some of the most valuable waterfront property in the world. The Port owns the majority of the real estate in a narrow belt extending from the Hyde Street Pier to the Hunters Point shipyard. It also exercises administrative jurisdiction over privately owned or leased property within its boundaries. The Port employees provide all of the services normally provided by any small city, such as: planning, permit issuance, building inspection, and code enforcement.

The Assistant Fire Marshal is expected to monitor the activities of the tenants to ensure that the facilities are being properly maintained and utilized. Hazardous and unsafe practices must be identified and corrected before the properties are damaged or destroyed. Design review and planning meetings coupled with plan checking, and followed by on-site inspections provide tenants and visitors with a safe environment in which to work and play.

Current Projects and Activities

1. Earthquake, October 1989

The Port can state with some pride that there were no reported injuries as a result of the earthquake. Structural damage has been estimated at approximately 30 million dollars and this damage was caused by the earthquake alone. There were several major gas leaks but no fires caused by the earthquake. The majority of the damage was apparently due to the pier pilings remaining rigid while the adjacent filled land moved. The total extent of FEMA reimbursement remains unknown, but the operating reserve account is expected to be depleted by the disaster.

2. Pier 45 Improvement Project

The planning phase for the Pier 45 improvement project is currently 60% complete. This 11.3 acre pier, with four 70,000 square foot buildings, will provide modern fish handling facilities for the City. The existing buildings were damaged by the recent earthquake and the repair expense has pushed the completion date back to an undetermined time.

3. The Delancey Street Foundation Project

This "multiple-use" project with four-story apartment buildings as well as retail shops, a theater, and restaurants is expected to open in the very near future. This office was heavily involved in the planning stage as well as during the construction phase.

4. The Bar Pilots Project

The San Francisco Bar Pilots have commenced a 2 million dollar tenant improvement on the end of Pier 9. This facility, with its proximity to the Golden Gate, will provide a modern base of operations for the bar and harbor pilots. They will combine dormitory areas, office space, and minor shop repair areas under a single roof. This office will have been involved in every phase of the planning, construction, and eventual occupancy approval.

5. Pier 7 Project

This is a recreation and public access project that extends some 600 feet into the bay. This brand new pier will provide the public with an area reserved for walking, fishing and other recreational uses. The old piers occupying this site were crumbling and extremely hazardous. They are in the process of being removed and replaced by the new recreation pier under the supervision of the Port Fire Marshal.

The major details of the Assistant Port Fire Marshal's operations and activities are as follows:

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>
Pier surveys, seawall lots and building inspections	321	232	235
Reinspections and resurveys	292	604	610
Total number of inspections and surveys	<u>613</u>	<u>836</u>	<u>845</u>
 Total number of plans checked	 419	 425	 450
Welding and Permit Inspections	145	157	150
Plan Review Meetings	329	420	425
Property Management Conferences	239	472	470

BUREAU OF FIRE INVESTIGATION - ARSON TASK FORCE

The Bureau of Fire Investigation is responsible for investigation of cause, origin, and circumstances of every fire occurring in the City and County of San Francisco to ascertain whether the fire was accidental or of criminal origin.

The determination of origin and cause provides the foundation for the development of the factual and legal theory that is the basis for the Police section of the Arson Task Force. A thorough investigation, interview, and interrogation develops the case to be presented to the Court by the Assistant District Attorney assigned to the Task Force.

The Bureau of Fire Investigation personnel are directly involved in the pre-trial conferences and trials in Civil and Criminal Courts to prosecute violators of fire laws. The extensive and detailed information obtained from these investigations makes it possible to develop and enforce codes, standards, and provide help in design inspection and suppression procedures to prevent or control fire.

During the 1989-90 fiscal year, the Arson Task Force was responsible for 47 adult felony arrests and 36 misdemeanor arrests and citations. Also, in cooperation with the Juvenile Court, there were 17 juvenile arrests and 3 juvenile misdemeanor arrests/citations. The San Francisco Arson Task Force still has the highest conviction rate for the Class I Arson crime. The national conviction rate for Arson is about 32% while the San Francisco Arson Task Force conviction rate remains at 95%.

All members - Investigators, Police Department Inspectors and the Assistant District Attorney - work diligently as a team. This team participates with federal, state and private organizations to provide extensive investigations using all resources available on an "as needed" basis.

The Bureau of Fire Investigation responded to 611 incidents.

Below is a comparison of the relevant Bureau of Fire Investigation Arson Task Force statistics for Fiscal Years 1988-89 and 1989-90:

	<u>1988-89</u>	<u>1989-90</u>	<u>% Change</u>
Accidental Fires	114	103	- 9.65
Incendiary Fires	217	221	+ 1.84
Vehicles	180	227	+26.11
Under Investigation	10	11	+10.00
Attempt to Burn	8	9	+12.05
Undetermined	15	20	+33.33
False Alarms	<u>22</u>	<u>20</u>	- 9.09
Total Incidents Investigated	566	611	

ARSON EARLY WARNING SYSTEM

The primary purpose of the Arson Early Warning System (AEWS) is to reduce the number of arson fires caused by negligence and fraud.

The AEWS is highly dependent upon referrals by Chief Officers, Fire Prevention inspectors, Fire Suppression field units, other City officials and concerned citizens to alert attention to potential hazards.

The Arson Early Warning System is also responsible for doing background research for cases under investigation by the Arson Task Force.

The work of the AEWS involves careful field inspection of target buildings with photographic evidence, and written reports about existing conditions when the referral is first received. Questioning of neighbors and extensive research into public records and insurance files develops a more refined picture of possible fraudulent intent or lack of responsible maintenance.

The Loma Prieta earthquake of October 1989 created a large workload for AEWS due to the extensive number of "red tagged" buildings in San Francisco. Many of these buildings were allowed to remain in a highly vulnerable state, a state similar to a building being set up for an arson fire. With improving cooperation between the Arson Early Warning System and other City departments (City Planning, Building Inspection, Police Department, etc.) many owners of these properties improved security of their buildings while waiting for a decision on whether to rehabilitate or demolish these structures.

Further vigilance by the various referral sources is needed in order to direct AEWS toward buildings that still deserve investigation.

FIRE FATALITIES

There were fifteen (15) fire fatalities during Fiscal Year 1989-90. One of the fatalities was a homicide.

Fire fatalities for the past six fiscal years are as follows:

	<u>1984-85</u>	<u>1985-86</u>	<u>1986-87</u>	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>
<u>Total Fatalities</u>	10	22	14	13	10	15
<u>Occupancy</u>						
Apartments	6	6	1	6	5	7
Dwellings	4	7	11	2	1	6
Hotels	0	0	1	0	0	1
Other *	0	9	1	5	4	1
<u>Age Group</u>						
Under 15	1	1	0	2	0	3
15 thru 64	4	15	5	7	7	5
Over 64	5	6	9	4	3	7
<u>Cause of Fire</u>						
Smoking Mat.	6	7	6	2	8	4
Heating-Cooking	3	2	0	1	0	4
Incendiary	0	1	0	3	1	1 *
Electrical	1	3	2	3	0	1
Other	0	9	6	4	1	5 **

* Homicide

** Two deaths from one "undetermined" fire

The 1989 Loma Prieta Earthquake heavily impacted the San Francisco Fire Department and particularly the Division of Support Services. The Division's normal program encompasses four (4) main areas: Bureau of Communications, Bureau of Engineering and Water Supply, Bureau of Equipment and Capital Improvement projects. Each of the above programs experienced either an operational or equipment deficiency during the Earthquake. These deficiencies need to be evaluated now to determine if there are solutions to the various problem areas. While changes have been made in some of our programs, the evaluation process continues.

In addition to the Division's four main areas of responsibility, it also administers, and is responsible for, the Water Rescue Team and the Fire Department's two fireboats, one of which was purchased through a donation after the earthquake.

The Division also represents the Fire Department on various inter-departmental committees such as ISCOTT, Mission Bay Task Force and the Presidio Task Force in order to accommodate the Department's needs. Support Services also provides fire safety information to other departments. During the previous year, the Department worked closely with both the Department of Public Health coordinating asbestos awareness training and with the Department of Public Works in expediting post-earthquake facility repairs.

On a routine basis, the Division prioritizes and processes repair and capital improvement requests for the Department's 55 facilities and forwards them to the Bureau of Building Repair which has the responsibility for maintenance and repairs.

Salvage Operations

Personnel from the Division of Support Services work closely with the field units in order to maintain a proper inventory of salvage and roof covers and also sprinkler heads. If this equipment is needed by the general public, a rental fee is assessed. Salvage operations' statistics for fiscal year 1989-90 are listed below:

	<u>1989-90</u>
1. Roof covers used (no charge)	11
2. Salvage covers used (no charge)	28
3. Rental fees billed	\$6,034
4. Replacement fees for lost covers	\$ 693
5. Sprinkler heads replaced	106

CAPITAL IMPROVEMENT PROGRAMS

A. Fire Protection Bond Program (1986 Prop. "A")

This \$46.2 million program provides for an integrated emergency firefighting water system for San Francisco's residential areas. When completed, the program will increase the number of cisterns, extend the high pressure water mains, add suction connections around the north and east perimeter of the City and at various lakes, rebuild the pumps at Pumping Stations 1 and 2 and provide a third pumping station at a yet undetermined location.

The majority of the design and engineering work has been completed and work is proceeding according to schedule. In November, 1990, the remaining \$15 million of authorized bonds will be sold and 80%-90% of the project should be completed by late 1993.

B. Seismic Renovation Bond Program (1989 Prop "A")

The Department is in the initial stages of retrofitting or rebuilding some of its older and seismically unsafe buildings. Nineteen San Francisco Fire Department facilities (including fifteen fire stations) are involved in this Bond Program. While the major part of the program is to seismically upgrade the Department's facilities, the program also addresses asbestos, disability access, plumbing, electrical and mechanical upgrades.

C. Phase II of the Emergency Power Generator project

This project provides emergency power to sixteen fire stations and is 95% complete. The Department will be seeking funding in fiscal year 90/91 to complete the remaining 18 stations and other facilities.

The 1989 Earthquake demonstrated the need to provide each fire station with an emergency generator to power diesel and gasoline pumps, the apparatus garage doors, the communications equipment and the general lighting.

D. Apparatus Door Project

Due to the City's fiscal situation, this project was unfunded during fiscal year 89/90. There is a need to re-start this program because of the unreliability and high maintenance costs of our older doors. Currently, the Department has 15 stations with the new telescoping type doors and they have proved very reliable.

E. Station Modification for Male/Female Privacy Needs

Fiscal year 89/90 was the first year of a proposed three year program to provide separate bathroom and changing facilities for the Department's larger stations and also provide minor alterations in the single engine companies. Although the October 17, 1989 Earthquake interrupted the work schedule, the Bureau of Architecture is completing plans on the first four stations (3,5,6 & 12) and will be going to bid shortly.

Pending proper funding, fiscal year 90/91 will see the completion of the specification and planning phase for the remainder of the involved stations and the continuation of the construction phase.

COMMUNICATIONS CENTER

The efficiency and capability of the Communications Center was severely tested during the Earthquake. The Center is responsible for all emergency and non-emergency dispatch and communications of firefighting units. In the 12 hours immediately after the Earthquake over 600 calls were dispatched. This heavy load caused our Computer Aided Dispatch System to fail, forcing the Department to switch to our manual system. All calls were handled in a diligent and timely fashion. In fiscal year 1989-1990 (not including the 600+ calls on the night of the Earthquake) there was:

An increase of 1,534 dispatches	59,712 total
An increase of 559 telephone calls	49,387 total
An increase of 282 box alarms	10,217 total
An decrease of 20 greater alarms	72 total

	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>
<u>Incident Total:</u>	52,332	58,178	59,712 *
By Telephone	43,282	48,828	49,387
Box Alarms	9,050	9,340	10,216

Greater Alarms:

Second Alarms	51	58	49
Third Alarms	17	21	13
Fourth Alarms	1	9	8
Fifth Alarms	2	4	2
Total Greater Alarms	71	92	72

*Figure does not include 600+ calls on October 17, 1989.

COMMUNICATIONS CENTER (CONTINUED)

As a result of the Earthquake, the following areas at the Communications Center were evaluated for possible improvements and several enhancements were made to the system.

1. The number of phones on the 911 system was increased by 50%.
2. A new Mayor's Emergency Telephone System (METS) was installed to act as a second main line in fire stations and as a command post communications system on the streets.
3. Our cellular phone system was increased.
4. Classes were held for officers on proper communication protocol.
5. Meetings were set up with ambulance dispatch and Police dispatch for backup systems with the Fire dispatch.
6. The possibility of obtaining more radio channels was researched.
7. The Bureau of Telecommunications was contacted to research the "Dead Spots" in our radio system where reception is poor and to recommend a corrective course of action.
8. Radio communications and emergency dispatch procedures at Communications Center were revamped and prioritized.
9. An interview process to hire a project manager for a new Computer Aided Dispatch System was set up.

BUREAU OF ENGINEERING AND WATER SUPPLY

The Bureau of Engineering and Water Supply is responsible for the engineering, maintenance and operation of the Auxiliary Water Supply System (A.W.S.S.) which is an integrated fire-suppression network independent of the San Francisco Water Department.

The high pressure portion of the A.W.S.S. consists of three interconnected pressure zones with one large 10,500,000-gallon water reservoir for the uppermost zone located on the top of Twin Peaks, one 500,000-gallon tank for the upper (or middle) zone and one 750,000-gallon tank for the lower zone; 120 miles of high-pressure water mains rated at 325 pounds per square-inch; five fireboat manifolds; 1,454 high-pressure hydrants; and 151 underground cisterns containing a total of over 10,000,000 gallons of water in safe storage.

The above tanks, pipelines, cisterns and hydrants are serviced and maintained by our own utility plumbers. In addition to the high pressure portion of the A.W.S.S., the utility plumbers also maintain and repair 8150 low pressure hydrants that are connected to the domestic water system. Although we have a 30% shortage of craftspeople in this section due to the City's fiscal problems, the Department was able to appoint a new, permanent Water System Supervisor during the fiscal year.

The A.W.S.S. also consists of two salt water pumping stations, each capable of pumping nearly 11,000 gallons per minute at a pressure of 300 pounds per square inch into the auxiliary water supply system. A new, permanent Chief Stationary Engineer was appointed this fiscal year to manage the operation and maintenance of the Pumping Stations. A pump rebuilding program was instituted in order to modernize our existing equipment. To facilitate this project, the 15 ton bridge cranes at each pump station were outfitted with electricity installed lifts.

When the 7.1 Richter Scale Earthquake took place at 1704 hours on Tuesday, October 17, 1989, the Jones Street Tank lost water through five breaks: one 12" line (window break), one 8" line and three 8" high-pressure hydrant burys. All these breaks occurred in piping and hydrants constructed in 1915, and located south of Market Street in infirm areas No. 2, 3 and 4. Only one 75,000-gallon cistern, built in 1908, in infirm Area No. 3 developed a leak at the

BUREAU OF ENGINEERING AND WATER SUPPLY (CONTINUED)

cold joint between the roof and sidewall and lost about 20% of its water leaving 60,000 gallons for fire suppression. There were about six minor leaks in various places throughout the lower zone but there were no breaks nor leaks in either the upper zone or the Twin Peaks zone. Due to the chaos created by the Earthquake, it took approximately 3 - 4 hours to locate and isolate the breaks and to start refilling the high pressure system using salt water from the two (2) pumping stations.

In 1986, the citizens of San Francisco passed Prop A - A.W.S.S. Fire Protection Bond which allows for improvements and expansion to the system. During FY 89/90, the following projects were completed:

1. The Sunset Cistern at 44th Avenue & Santiago Street (500,000-gallon capacity).
2. The 26th Street A.W.S.S. crossover extension.
3. The 7th Avenue A.W.S.S. extension apparatus.

Many of the other projects (A.W.S.S. extensions and cisterns) are well on their way to completion.

BUREAU OF EQUIPMENT

The Bureau of Equipment is staffed by one officer and eight firefighters. It is responsible for all scheduled and unscheduled maintenance. Scheduling of repair priorities, and the inspection of the Department's motorized apparatus is the Bureau's responsibility when working with the Purchasing Department's Central Repair Shops.

The Bureau responds to all greater alarms and many special calls. At the scene of an incident, they assist by making emergency repairs, operating specialized equipment or performing actual firefighting duties as requested by the incident commander.

The Bureau is responsible for all repairs to equipment when the Central Repair Shops are closed or are unable to give the Department the services required. The Bureau works closely with other City agencies, doing emergency repairs and assisting in other ways when requested. During the past year the Bureau assisted other departments on 29 different occasions.

The Bureau handled over 12,000 requests for materials, equipment, supplies and repairs. They also responded to 119 calls with the heavy wrecker.

The Bureau, in conjunction with the Department's Apparatus and Equipment Committee, is responsible for maintaining current apparatus and equipment specifications. It also evaluates firefighting equipment and makes prepurchase recommendations to the Department.

At present, the Department is awaiting the delivery of five (5) new 1500 gpm pumpers and four (4) - 106 foot tractor drawn aerials. The Department's replacement goals for aerials and pumpers are being addressed, but the remainder of the fleet is in poor condition. Currently, our fleet of autos, pickup trucks and other miscellaneous vehicles are so old that parts are hard to find or not available at all. We are using vehicles that desperately need to be replaced.

Our aerial testing program is on schedule and the Central Shops preventive maintenance program is showing good results. If these programs progress, the Department will benefit by having a better maintained fleet. A full evaluation of the program is still a few years away, but Central Shops will need to modernize its equipment in order to properly maintain the newly acquired apparatus. More mechanics and more training are needed to keep updated on new technology and maintain the old.

SAN FRANCISCO FIRE DEPARTMENT VEHICLES

In-service Engine Companies.....	41
Relief Engines.....(Authorized 15). Actual.....	10
In-service Aerial Companies.....	18
Relief Aerials.....(Authorized 08). Actual.....	03
Relief Ladder Trucks (non-working Aerials).....	05
Heavy Rescue.....	02
Relief Rescue.....	01
Field Chiefs' Vehicles.....	16
Relief Chiefs' Vehicles.....	04
Miscellaneous Support Vehicles.....	31

Bureau of Fire Prevention and Investigation

Automobiles.....	30
Van.....	01

Bureau of Engineering and Water Supply

Vehicles...(pickups, valve units, crane truck and autos)....	26
--	----

WATER RESCUE UNIT

The San Francisco Fire Department Water Rescue Unit consists of two teams. Team 1 is comprised of all divers and water rescue technicians stationed within the city limits of San Francisco. Team 2 is located at the San Francisco International Airport.

Team 1 is under the direct supervision of Captain John Rebholtz, Rescue Squad 2. Training and the development of improved water rescue techniques is under the direct supervision of Lieutenant Bob Fennell, Station 18, and Lieutenant Tilden Hansen, Station 34. Through their efforts, Companies located in Battalions 7 and 8 (Stations 18, 19, 23, 14 and 34) have been outfitted and trained to handle any water-related incident occurring in the coastal waters of San Francisco.

Typical Responses Included:

Automobiles into the waters of the San Francisco Bay. Search and extrication of victims. Assisting tow companies in retrieving vehicles from water.

A number of successful search and rescue incidents along Ocean Beach and China Beach, involving both swimmers and surfers. These rescues involve the cooperative efforts of the Fire Department, Coast Guard and Park Rangers.

Boating accidents in Aquatic Park and the adjacent area. Incidents involving the search of submerged vessels and pier areas..

Shoreline rescues, especially in the area of Lands End. Stranded climbers are often trapped on the cliff-line or in the rocky shore-line below. Numerous serious or fatal accidents occur each year in these areas.

Undoubtedly, the majority of rescue incidents occur along Ocean Beach. Rip tides and unpredictable currents are a constant threat to experienced surfers as well as the inexperienced swimmer.

Team 2, under the direct supervision of Firefighter Jack McManus, responds to incidents in waters adjacent to the International Airport.

Dive drills are regularly scheduled. Many of these drills involve both teams and/or units from the Coast Guard and Golden Gate Park Service.

DIVISION OF TRAINING

The Division of Training is responsible for the recruit training program, in-service training program, and supervision of the Fire Auxiliary Reserve.

During fiscal year 1989-90, the Division of Training continued to expand its curriculum. Instruction was provided to members in defibrillation, first responder, human relations, CPR re-certification, hazardous materials, wildland firefighting, 5" hose drills, "Jaws of Life" drills, and a wide variety of other subjects.

The Division of Training offered courses in Chief's Aide training from which members have been promoted. Instructor 1a and 1b classes were conducted at Division of Training enabling our officers to be more proficient in drills. Two new programs initiated during the fiscal year were hearing conservation and asbestos awareness. These programs were well received and enlightened our members in the area of health and safety.

The Video Library program for the field companies continues to grow as more videos are acquired. This program provides up to ten videos per battalion for the viewing of members in that battalion. On a monthly basis, video libraries are rotated among battalions and new videos included as they are received.

A variety of live demonstrations were hosted by the Division of Training during the year. These demonstrations covered a wide spectrum of activities some of which were power extrication tools, heat sensor devices, positive displacement fans, hi-rise escape devices, and dogs trained to sniff out flammables for arson investigations.

A new in-service training program was unveiled during the year. This program utilizes the Battalion Chiefs in the field to test the companies on various drills. The results are submitted to Training and placed in the computer. Printouts are generated and feedback given to field personnel.

DIVISION OF TRAINING (CONTINUED)

However, the main focus at Training during the past year has been recruit training. The Department has hired 117 new people, filling approximately one-half the vacancies that existed prior to the first hiring period. The duration of the course for new recruits is 14 weeks. Upon completion of the course, they are certified as Firefighter 1 and Emergency Medical Technician (EMT). The training staff also certifies these probationary members in driving and tiller operation. The aforementioned driver training is a state certified course conducted at Candlestick Park.

The staff and probationers at the Division of Training took an active part during the October 1989 earthquake. They performed duties the night of the earthquake, assisted in picking up thousands of feet of hose the following day and were involved in distributing the cellular phones.

As the fiscal year comes to an end, Division of Training has been working with the Examination Unit in putting together a new video explaining the Physical Agility Test to H-2 candidates. An orientation was also held for the pool of candidates eligible to come into the San Francisco Fire Department beginning 1991.

FIRE AUXILIARY RESERVE

The Reserve has a current roster of thirty-nine active members.

During fiscal year 1989-90, members of the San Francisco Fire Department Reserve assisted the Fire Department at a combined total of eighteen 3rd, 4th, and 5th alarm fires.

Reserve members attended over 49 weekly training exercises and specialized drills for a combined total of approximately 2800 hours of training. In addition to training exercises in basic fire suppression skills, tactics, and strategies, special emphasis was placed on earthquake preparedness. Familiarization with San Francisco's unique water supply system, the use and deployment of the 5" portable water main and hydrant system, drafting of an alternate water supply from cisterns, lakes, and the Bay were also practiced.

On October 17, 1989 during the aftermath of the earthquake, members of the Reserve responded and assisted the Department at various locations within the City. Our training and drills provided members with invaluable knowledge and skills which they applied at various incidents.

The Reserve has also been active in community service and has expended over 189 "man-hours" in various functions in the community.

The Reserve is still active in the Ride-a-Long program with the Department. This program allows our members to experience first hand what is required of a firefighter when responding to an incident and see the daily routine of a fire station.

We are proud to announce that during this period, members of the Reserve have been selected for employment within the Department. At this time, one member has completed training as a firefighter, four members are in the field as probationary firefighters, two female members are currently in the academy (FY 90-91), and additional members are scheduled to take the physical agility test in November of 1990. In addition, four other members of the Reserve have been hired as firefighters in other communities within the Bay area.

During the upcoming fiscal year, the Reserve will continue to expand their membership and training to a greater portion of the community. Its members will provide an expanded program of specialized training in earthquake preparedness, first aid, CPR, heavy rescue, incident command management, as well as basic fire suppression skills, tactics, and strategies.

HEALTH AND PHYSICAL FITNESS PROGRAM

Since the January 1989 opening of the San Francisco Fire Department Fitness Center, there has been a steady attendance of firefighters and pre-recruits at the facility. In fiscal year 1989-1990, approximately 300 persons per month used the Fitness Center.

The Pre-Recruit Training Program is an ongoing fitness program for those people interested in becoming firefighters. In November of 1989 our second three month weight training program was offered to those who were eligible to take the 1990 Physical Abilities Test (PAT). All the candidates were given the opportunity to practice the various events that would be on the P.A.T. Thirty-one women and nine men took advantage of the weight training program.

Statistics:

Twenty (20) women took the P.A.T.

Fifteen (15) women passed the P.A.T.
(Fourteen (14) of the fifteen (15) women were enrolled in the San Francisco Fire Department weight training program)

All of the nine (9) men enrolled in the San Francisco Fire Department weight training program passed the test.

EARTHQUAKE TASK FORCE

The Earthquake Task Force was formed in October 1989 to complete three specific tasks:

1. Direct the Fire Department's financial reimbursement for earthquake-related expenses.
2. Critique and document the Fire Department's earthquake operations.
3. Develop a plan for future response to earthquakes.

The application process for reimbursement for earthquake-related expenses is now nearly complete. Nearly all costs have been recovered.

A plan for a Division of Earthquake and Disaster preparedness has been completed and presented to the Fire Commission.

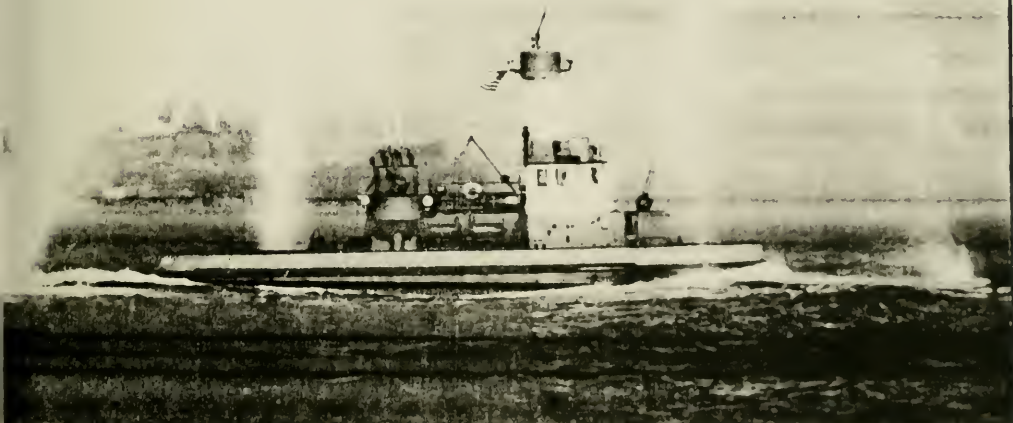
The activities coordinated by the Earthquake Task Force include the following:

1. FEMA liaison
2. Disaster program funding
3. Emergency coordination center modification
4. Fire Department staff safety and recall procedures
5. Mutual aid development
6. Disaster research
7. Urban Search and Rescue training
8. Plan review and rewrite
9. Interagency liaison
10. Public education and public training

The Fire Department's Earthquake Preparedness Committee has assisted the Earthquake Task Force with their ideas and energy throughout the E.T.F.'s existence.



The Fireboat "Phoenix" was used at the Marina Fire after the '89 Earthquake



Thanks to the efforts of Commissioner Bretz and the generosity of an anonymous donor, the Fireboat "Guardian" was acquired after the '89 Earthquake

Notes

OF
55
90-91

COURTESY OF SAN
FRANCISCO FIRE DEPARTMENT

San Francisco

Fire Department



DOCUMENTS DEPT.
DEC 16 1993
SAN FRANCISCO
PUBLIC LIBRARY

**ANNUAL
REPORT
1990-91**

*Frederick F. Postel
Chief of Department*

CITY AND COUNTY OF SAN FRANCISCO
SAN FRANCISCO FIRE DEPARTMENT



FREDERICK F. POSTEL, *Chief of Department*

MICHAEL T. FARRELL, *Deputy Chief...Operations*

JOHN F. BOSCACCI, *Deputy Chief...Administration*

260 GOLDEN GATE AVENUE

SAN FRANCISCO, CALIFORNIA, 94102

(415) 861-8000, EXTENSION 281

December 31, 1991

Honorable President and
Members of the Fire Commission

Dear Commissioners:

In accordance with Charter Section 3501, I respectfully submit the San Francisco Fire Department's Annual Report for 1990-91 to you and to the citizens of San Francisco.

This Annual Report is a detailed description of the functions and services the Fire Department provides to the City and County of San Francisco.

Respectfully submitted,

Frederick F. Postel
Chief of Department

FFP:mm

The Chief's Message

The 1990-91 Annual Report contains a detailed description of the functions and services the San Francisco Fire Department provides to the 1,500,000 people who are present in our city throughout each day. This fiscal year has been one of accomplishment and growth for the SFFD, and I believe this report is reflective of our unending dedication to making ours the modern and progressive emergency service that is required by a city of San Francisco's caliber.

The number of Department responses to emergencies dropped by a slight 3.7% during the year and first aid and resuscitation responses slipped by 1,290. Despite these declines, medically related calls continue to rise comprising slightly more than 44% of all responses. The Department's medical capabilities continue to be upgraded and expanded to handle this increasing percentage. After 1989-90's increase in false alarms, this year's decrease of 172 calls was hopefully the start of a new trend towards fewer false alarms.

The SFFD's specialized response divisions, such as the Airport, Surf/Cliff Rescue, and Hazardous Materials all have had rewarding years. The Division of Airports has received, for the 14th year in a row, the Aviation Safety Institute Award for its safety and emergency preparedness efforts. The HazMat program received much needed equipment improvements this year. Some of those included: new free standing halogen lights, decontamination equipment, and chemical suits. A larger, more specialized step-van placed in service in January, was another upgrade the program received. The Surf and Cliff Rescue program submitted a new High Angle Rope Rescue (HARR) manual to the State Fire Marshal for review. The course outline was accepted by the State and it agreed to grant certificates to those who successfully completed the course and passed the required examination. Twenty-nine members of the Department received State HARR certification in 1990-91.

Members of the Department once again have continued the tradition of going above and beyond the call of duty. This is evidenced by the Meritorious awards granted by the Fire Commission to both individuals and specific companies. Uniformed members of the San Francisco Fire Department received 32 Certificates of Commendation and 7 Unit Citations were awarded this year. Individual awards for heroism were given to 16 members of the Department.

Fiscal year 1990-91 marks the fourth year of successful Departmental implementation of the Consent Decree goals. Since the Decree was signed, promising advances for minorities and women have been made. For example, in January 1987, only 7 Afro-Americans filled positions in the rank of H-20 Lieutenant or above. Today, 30 Afro-Americans hold such positions. Women and other minorities have also realized similar gains in the last four years.

Throughout the year SFFD has been continuing the much needed renovation projects that were funded, all or in part, by the 1989 Proposition A Bond Issue. Some of these projects include: seismic renovation or complete replacement of 19 fire department properties, asbestos removal, disability access, and the upgrading of station house bathrooms to accommodate female firefighters.

The Auxiliary Water Supply System (AWSS) is still undergoing expansion as a result of the 1986 AWSS Bond Program. As of this date, approximately \$27 million of the \$46.2 million bond issue has been spent on improvements to AWSS during this Phase I period. During the 1990-91 fiscal year 25 High Pressure Hydrants, and eight new 75,000 Gallon Cisterns were added to the Water Main system; thus expanding our capabilities and increasing the safety of San Francisco's citizens.

Members of the Fire Department are grateful to the Mayor, Fire Commission, Board of Supervisors, other public officials, and, of course, the people of this City for providing the support that allows the men and women of the San Francisco Fire Department to continue to deliver the finest in life safety and fire protection services.



Mayor Art Agnos

Administration



Chief of Department - Frederick F. Postel

Fire Commission



Left to Right - Commissioner Henry E. Berman, Commissioner Sharon L. Bretz, President James D. Jefferson, Vice President Frank A. Quinn, Commissioner Ted N. Soulis

Administration



**Michael T. Farrell, Deputy Chief...
Operations**



**John F. Boscacci, Deputy Chief...
Administration**



Frank Scales, Asst. Deputy Chief II

Administration - Assistant Chiefs



**Assistant Chief
James R. Lynch
Division of
Support Services**



**Assistant Chief
Gary L. Musante
Division of Training**



**Assistant Chief
Joseph Medina
Fire Marshal**

Suppression - Assistant Chiefs



**Assistant Chief
Edward E. Murphy
Division 2**



**Assistant Chief
William M. Shaughnessy
Division 1**



**Assistant Chief
James P. Olson
Airport Division**



**Assistant Chief
Howard L. Slater
Division 1**

Suppression - Assistant Chiefs



**Assistant Chief
William G. Richardson, Jr.
Division 3**



**Assistant Chief
Arthur W. Kenney, Jr.
Division 3**



**Assistant Chief
Richard E. Condon
Division 3**



**Assistant Chief
Daniel E. Barden
Division 2**



Frederick F. Postel
CHIEF OF DEPARTMENT

San Francisco Fire Department
Annual Report 1990-91

TABLE OF CONTENTS

Letter of Transmittal	
Message from Chief of Department	

ADMINISTRATION

Headquarters Personnel	1
Fiscal	3
Personnel	6
Personnel budget	6
Separations from Service (Uniformed Force)	8
Appointments	11
Separations from Service (Civilian)	16
Appointments	18
Disciplinary Action	19
Personnel Center	20
Management Services	22
Management Training Program	22
Firefighter Recruitment	22
Human Resources	23
Investigative Services Bureau	24
Vehicle Accidents	26
Disability Injuries	29
Meritorious Commendations	33
Toy Program	34
F.L.A.M.E.	35
Pioneer Memorial Museum	36
St. Francis Hook and Ladder Society	36
Stress Program	37

SUPPRESSION

Firefighting and Rescue	38
Fire Department Response	38
Division of Airports	44
Hazardous Materials	46
High-Rise Training Program	47
Bart and Muni Metro Training	47
Surf-Cliff Rescue Unit	48
Mutual Aid	49

TABLE OF CONTENTS
(Continued)

PREVENTION

Bureau of Fire Prevention Activities	50
Code Development	51
Plan Checking	51
Accelerated Code Enforcement	51
Institutions	53
High-Rise Inspection Program	55
Fire Suppression Inspection Program	56
School Inspection Program	57
Fire Inspector Training	58
Airport Fire Marshal	59
Port Fire Marshal	60

INVESTIGATION

Bureau of Fire Investigation/Arson Task Force	61
Arson Early Warning System	62
Fire Fatality Summary	63

SUPPORT

Support Services Activities	64
Capital Improvement Programs	64
Communications Center	66
Bureau of Engineering and Water Supply	67
Bureau of Equipment	68
Water Rescue Unit	70
Clothing Depot	73

TRAINING

Division of Training	74
In-Service Activities	76
Fire Auxiliary Reserve	78
Health and Physical Fitness Program	79

EARTHQUAKE TASK FORCE

Activities	80
------------------	----

SAN FRANCISCO FIRE DEPARTMENT
HEADQUARTERS
260 Golden Gate Avenue
San Francisco, CA 94102

FIRE COMMISSION

James D. Jefferson	- President	
Frank A. Quinn	- Vice President	
Henry E. Berman	- Commissioner	
Sharon L. Bretz	- Commissioner	
Ted N. Soulis	- Commissioner	
Raymond G. Connors	- Fire Commission Secretary	Room 204

ADMINISTRATION

Chief of Department Frederick F. Postel		Room 225
Deputy Chief of Department Michael T. Farrell		Room 225
Assistant Deputy Chief John F. Boscacci		Room 209
Division of Fire Prevention and Investigation Joseph A. Medina - Fire Marshal		Room 327
Division of Support Services James R. Lynch - Division Chief		Room 210
Division of Management Services Frank Scales, Jr. - Assistant Deputy Chief II		Room 312
Personnel Center Frank J. Dunphy - Battalion Chief		Room 314
Bureau of Engineering and Water Supply Andrew K. Nielsen - Superintendent		Room 219
Fire Department Physician William A. Newsom, M.D. (Resigned 05-03-91) Deborah J. Owen, M.D. (Appointed 05-06-91)		Room 307

Division 1 - Suppression William M. Shaughnessy	- Division Commander	Station 13
Division 2 Edward E. Murphy	- Division Commander	Station 5
Division 3 Richard E. Condon	- Division Commander	Station 7
Division of Airports James P. Olson	- Division Chief	S.F. Internat'l Airport
Bureau of Training Gary L. Musante (Reassigned to Division 2 01-02-91)	- Assistant Chief	2310 Folsom Street
Alberto B. DaCunha (Appointed 04-24-91)	- Battalion Chief	
Bureau of Equipment Gilbert A. Moreno	- Special Services Officer	2501 - 25th Street
Bureau of Communications Gary J. Torres	- Battalion Chief	1003 Turk Street
Bureau of Investigative Services Michael J. McKinley, Captain (Reassigned Div. Of Training 05-14-91)		260 Golden Gate Avenue
Office of Emergency Services Gerald S. Martin (Appointed 08-2-90 & resigned 09-21-90)		First Floor 260 Golden Gate Avenue

FIRE DEPARTMENT CHAPLAINS

Catholic Chaplain

Father John Greene	- St. Michael's Church
Father John Wester	- Mission Dolores

Jewish Chaplain

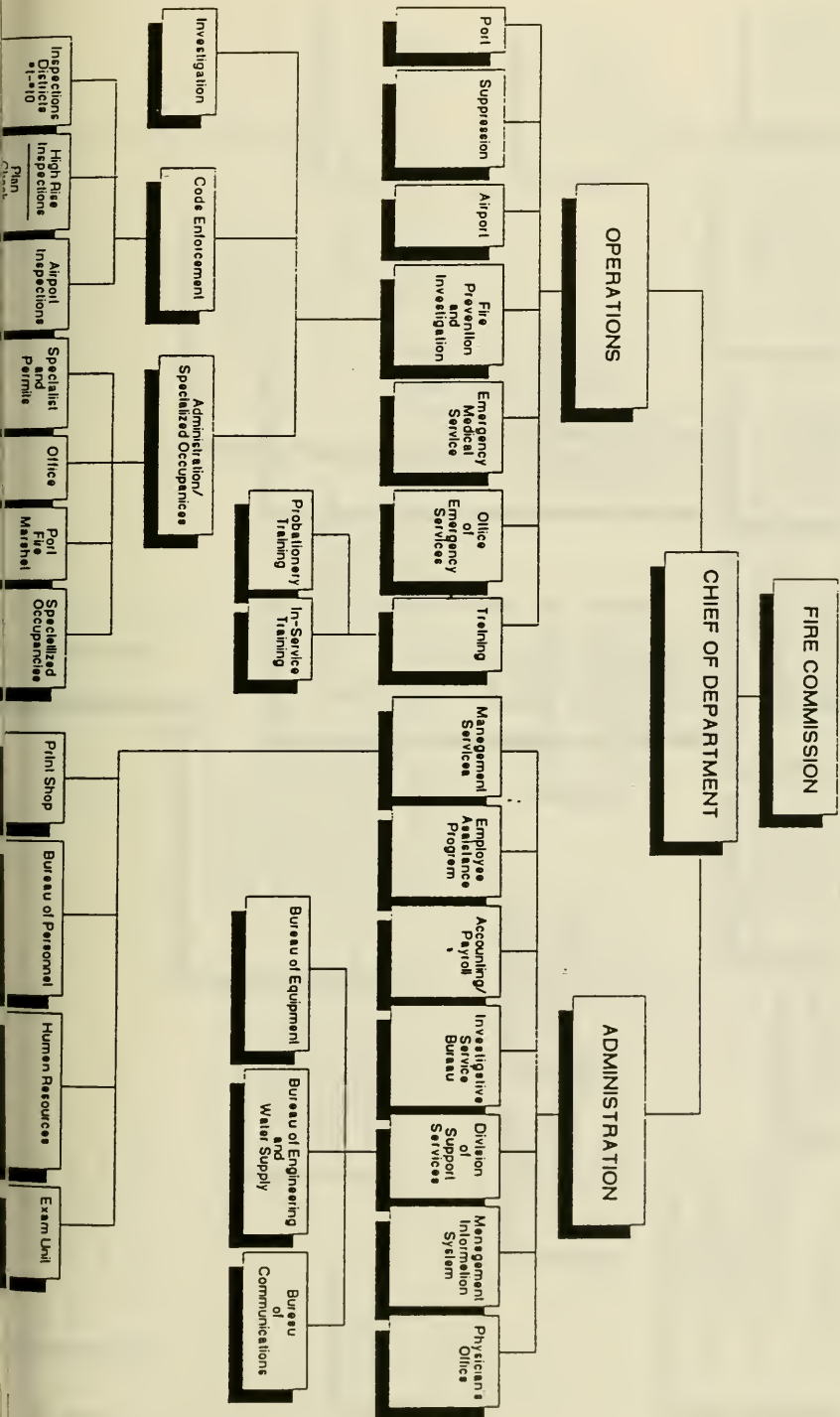
Rabbi Martin Weiner	- Temple Sherith Israel
---------------------	-------------------------

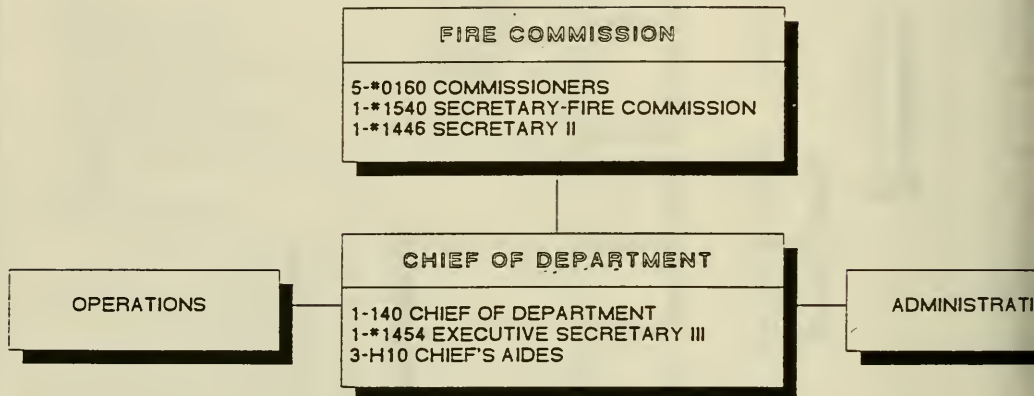
Protestant Chaplain

Reverend James McCray, Jr.	- Jones Memorial United Methodist Church
----------------------------	--

SAN FRANCISCO

FIRE DEPARTMENT





OPERATIONS 1-150 DEPUTY CHIEF 1-1450 Executive Secretary I

PORT

1-1430 Captain
 3-1420 Lieutenants
 3-1420 Pilot
 3-1410 Marine Pilot

SUPPRESSION

1-1450 Assistant Chief
 71-1400 Battalion Chiefs
 71-1400 Lieutenants
 53-1410 Chiefs Aides
 97-142 Firefighters

FIRE PREVENTION/INVESTIGATION

1-1450 Assistant Chief
 1-1450 Executive Secretary I

EMERGENCY MEDICAL SERVICES

1-14230 Physician Specialist
 1-14700 Reception Associate
 1-1420 Lieutenant

AIRPORT

1-1450 Assistant Chief
 1-1419 Training Officer
 3-1430 Captains
 1-1420 Lieutenants
 52-142 Firefighters

TRAINING

1-1450 Assistant Chief

OFFICE OF EMERGENCY SERVICES

1-14246 Director - OES
 1-1415 Communications Coordinator
 1-14100 Emergency Recovery/Prep Coordinator
 1-14146 Secretary II
 1-14247 Emergency Planning Coordinator

Investigation

1-1432 Captain
 1-1422 Lieutenant
 1-1416 Investigators
 1-1426 Senior Clerk Typist

Code Enforcement

1-1432 Captain

Administration/ Specialized Occupancies

1-1432 Captain

Probationary Training

1-1430 Captain
 7-1428 Lieutenant
 1-1426 Clerk Typist

In-Service Training

1-1430 Captain
 1-1410 Video Specialist
 1-1408 Information Technician

Inspections

District #1 - 1410
 2-1422 Lieutenant
 15-144 District Inspector

High Rise / Plan Check Inspections

1-1422 Lieutenant
 1-144 High-Rise
 3-1426 Fire Safety Inspectors High-Rise
 1-144 Plan Check
 2-1421 Fire Protection Engineers Plan-Check
 3-1426 Fire Safety Inspectors Plan Check
 1-1426 Senior Clerk Typist

Apartment Inspections

1-144 Inspector
 1-1426 Fire Safety Inspectors

Specialists & Permit

1-1422 Lieutenant
 1-144 Accelerated Code Enforcement Permit
 3-1426 Fire Safety Inspectors
 1-1426 Fire Safety Inspector Institutions
 1-1426 Fire Safety Inspector Complaints
 1-1426 Fire Safety Inspector Hazardous Material Health Department
 1-1426 Senior Clerk Typist

Office

1-144 Administrative Assistant
 1-1426 Administrative Assistant
 1-1446 Secretary II
 1-1426 Senior Clerk
 1-1424 Clerk Typist

Port Fire Marshal

1-1422 Lieutenant Inspections

Specialized Occupancies

1-1426 Fire Safety Inspector Schools
 1-1426 Fire Safety Inspector Senior Citizens
 1-1426 Fire Safety Inspector
 1-1426 Fire Safety Inspector

ADMINISTRATION

1-145 ASSISTANT DEPUTY CHIEF

EMPLOYEE ASSISTANCE PROGRAM

3-H2 Firefighter

ACCOUNTING/PAYROLL

1-#1654 Principal Accountant
1-#1650 Accountant
1-#1426 Senior Clerk Typist
1-#1224 Principal Payroll Clerk
2-#1222 Senior Payroll/Pers Clerk
2-#1220 Payroll Clerk

MANAGEMENT SERVICES

1-#151 Assistant Deputy Chief
1-#1842 Management Assistant
1-#1446 Secretary II

INVESTIGATIVE SVC BUREAU

1-H30 Captain
2-H20 Lieutenant

DIVISION OF EQUIPMENT SERVICES

1-H50 Assistant Chief
1-H30 Captain
1-#1446 Secretary II
1-#1924 Materials Supply Supervisor

PHYSICIANS OFFICE

1-#2220 Physicist(P/T)
1-#1426 Senior Clerk Typist
1-#8165 Workers Comp. Supervisor

MANAGEMENT INFORMATION SERVICES

1-H40 Battalion Information Specialist
1-#1818 MIS Specialist II

Print Shop

1-H2 Firefighter

Bureau of Personnel

1-H40 Battalion Chief
3-H20 Lieutenant
1-#1204 Senior Personnel Clerk
1-#1202 Personnel Clerk

Human Resources

1-#1231 Assoc. Affirm Action Coordinator
1-#1446 Secretary II
1-#118 Coordinator of Community Services
1-H2 Firefighter

Exam Unit

1-#1248 Asst. Div. Chief
1-#1246 Senior Personnel Analyst
1-#1242 Personnel Analyst

Bureau of Equipment

1-H29 Special Services Officer
8-H2 Firefighters

Bureau of Engineering and Water Supply

1-#5258 Senior Mechanical Engineer
1-#5362 Civil Engineer Asst II
1-#7205 Chief Station Engineer
1-#7335 Senior Station Engineer
1-#7230 Station Engineer
1-#7323 Water System Assistant Supervisor
2-#7388 H Utility Plumber
8-#7388 Utility Plumber
2-#7514 General Laborer
1-#7112 Hydrant Service Person

Bureau of Communications

1-H40 Battalion Chief
3-#1708 Senior Telephone Operators
2-#1708 Senior Telephone Operators
8-H20 Operators Part/Time
12-H2 Firefighters
2-#1424 Clerk Typist

FISCAL

BUDGET - PERSONNEL COST

Rates of compensation for uniformed members of the Fire Department are established in accord with procedures set forth in Charter Section 8.405. These procedures include an annual survey of the rates of compensation paid police officers/firefighters employed in cities in California with a population of 350,000 or more. The Civil Service Commission conducts the survey, and the rates they certify to the Board of Supervisors are the average of maximum rates paid to police officers/firefighters in the surveyed cities.

Personnel Costs

	1989-1990	1990-1991	Increase
Revised Budget	\$76,455,182	\$78,783,691	\$2,328,509
Actual Expended	\$76,918,964	\$78,562,691	\$1,643,727

Budget - Data

During 1990-1991, budget allowances and expenditures compared to 1989-1990 for the Fire Department were as follows:

	1989-1990	1990-1991	Increase
Revised Budget	\$148,902,021	\$158,916,299	\$10,014,278
Actual Expended	\$149,050,384	\$158,551,964	\$9,501,580

Expenditure categories and percentages are as follows:

Personnel Services and Fringe Benefits	\$145,853,404	91.99%
Professional Services	1,219,472	0.77%
Other Contractual Services	432,815	0.27%
Travel/Training	117,387	0.07%
Telephone	230,560	0.15%
Other Services	299,796	0.19%
Materials and Supplies	937,643	0.59%
Fixed Charges (meritorious awards, dues)	46,810	0.03%
Equipment Purchases	1,682,386	1.06%
Services of Other Departments	7,731,691	4.88%
TOTAL	\$158,551,964	100.00%

Recapitulation of Budget Allowances and Expenditures.

<u>Description</u>	<u>Budget</u>	<u>Expended</u>	<u>Under/(Over) Expended</u>
Personnel Salary and Wages			
Pemanent Salaries - Misc.	\$2,677,106	\$2,629,155	\$47,951
Permanent Salaries - Uniform	65,068,845	64,927,142	141,703
Permanent Salaries - Craft	952,668	887,196	65,472
Differential Pay	474,094	474,094	0
Temporary Salaries	315,256	315,256	0
Overtime	74,393	77,853	(3,460)
Holiday Pay	4,615,782	4,615,782	0
Extended Work Week			
Extended Work Week - City	7,593,671	7,593,671	0
Extended Work Week - AP & Port	956,906	874,149	82,757
Mandatory Fringe Benefits	61,907,836	61,751,974	155,889
Payment of in lieu of Sick Leave	1,707,159	1,707,159	0
(Note 1)			
Sub-total	146,343,716	145,853,404	490,312
Professional Services	1,219,472	1,219,472	0
Other Contractual Services	432,815	432,815	0
Travel/Training	117,387	117,387	0
Telephone	214,934	230,560	(15,626)
Other Services	299,796	299,796	0
Materials and Supplies	937,643	937,643	0
Fixed Charges (meritorious awards, dues)	46,810	46,810	0
Equipment Purchases/Leases	1,682,386	1,682,386	0
Services of Other Departments:			
Police	29,915	25,914	1
Health Dept. -			
SFGH/HazMat/EAP/Coroner's	196,984	300,448	(103,464)
Electricity	84,647	87,647	(3,000)
Central Shops	2,247,106	2,247,105	1
Civil Service - Exams/Training	364,325	364,325	0
Water Department	48,424	48,423	1
DPW - Street Cleaning	2,352	2,351	1
DPW - Street Repair	22,213	22,213	0
DPW - Sewer Service Charges	51,430	51,430	0
DPW - Building Repair	46,000	46,000	0
Light, Heat, and Power	349,190	353,579	(4,389)
Toxic Waste & Hazardous Materials	224,185	224,185	0
Worker's Compensation	3,874,467	3,873,969	498
Controller - ISD	27,010	27,010	0
CAO - Insurance and Risk Reduction	25,000	25,000	0
Reproduction Bureau	32,092	32,092	0
T O T A L	\$152,916,299	\$158,551,964	\$364,335

NOTE 1: In lieu of sick pay includes retro pay of \$207,362.

Department Revenues

Estimated revenues and amounts collected during 1990-1991 were as follows:

Amount	Description	Estimated	Collected
7168	Fire Plan Checking	\$441,426	\$474,034
7169	Fire Inspection Fees	222,000	238,399
7170	High Rise Fire Inspection Fee	416,316	418,755
7171	SFFD Tax Coll Renewal Fee	293,290	452,135
7172	SFFD Original Filing - Posting Fee	26,000	25,685
7192	Roof Damage Cover Rental	1,674	3,164
	Misc. Service Charges/Other Public Safety Charges	73,568	61,255
	TOTAL	<u>\$1,474,274</u>	<u>\$1,673,427</u>

SAN FRANCISCO FIRE DEPARTMENT
AUTHORIZED PERSONNEL BUDGET - 1990 - 1991

NON-UNIFORMED PERSONNEL

CONSENT DECREE:	1	1231 Assoc. Affirm. Action Officer
	3	1242 Personnel Analyst
	1	1246 Princ. Personnel Analyst
	1	1248 Asst. Div. Mgr., Personnel
	1	1446 Secretary II
	1	1808 MIS Technician I

PREVENTION:	1	1424 Clerk Typist
	3	1426 Sr. Clerk Typist
	1	1446 Secretary II
	1	1450 Executive Secretary I
	2	5215 Fire Protection Engineer
	1	6280 Fire Safety Inspector I
17	6281 Fire Safety Inspector II*	

INVESTIGATION:	1	1426 Sr. Clerk Typist
----------------	---	-----------------------

SUPPORT SERVICES:	1	1446 Secretary II
	1	1924 Materials & Supplies Supv.
	1	5258 Sr. Mechanical Engineer
	1	5362 Civil Engineer Asst. II
	1	7205 Chief Stationary Engineer
	1	7230 Water System Supv.
	1	7323 Water System Asst. Supv.
	4	7334 Stationary Engineer
	10	7338 Utility Plumber
	1	A712 Hydrant Service Person
2	7514 General Laborer	

ADMINISTRATION:	5	0160 Member, Fire Commission
	1	A700 Research Associate
	1	1202 Personnel Clerk
	1	1204 Sr. Personnel Clerk
	2	1220 Payroll Clerk
	2	1222 Sr. Payroll & Personnel Clerk
	1	1224 Princ. Payroll & Pers. Clerk
	2	1424 Clerk Typist
	2	1426 Sr. Clerk Typist
	2	1446 Secretary II

	1	1450 Executive Secretary I
	1	1454 Executive Secretary III
	1	1540 Secretary, Fire Commission
	1	1650 Accountant
	1	1654 Principal Accountant
	5	1708 Sr. Telephone Operator
	1	1818 MIS Specialist II
	1	1842 Management Assistant
	1	2220 Physician (P/T)
	1	2230 Physician Specialist (P/T)
	1	8165 Worker's Comp. Supv. I
TRAINING:	1	1426 Sr. Clerk Typist
EMERGENCY SERVICES;	1	8246 Director, Emergency Services
	1	8247 Planning Coordinator
	1	A115 Communications Coordinator
	1	A116 Emerg. Recov./Prep. Coord.
	1	1446 Secretary II
<hr/>		
Total Non-Uniformed Personnel	100	
Total Uniformed Personnel	<u>1511</u>	
TOTAL Department Personnel	<u><u>1611</u></u>	

* One 6281 is assigned to, and funded by, DPH

SEPARATIONS FROM SERVICE - UNIFORMED FORCE

Effective Date*(See page 10 for description of separation)*H50 Assistant Chief

George E. Berthold	Jul. 21, 1990	S
--------------------	---------------	---

H40 Battalion Chief

William E. Ference	Jul. 18, 1990	S
George W. Morris	Jul. 14, 1990	S
John F. Pender	Jul. 12, 1990	S
Frank E. Drago	Aug. 11, 1990	Ind. Dis.
John J. Bogue, Jr.	Sep. 27, 1990	S
Dominic M. Spinetta	Sep. 06, 1990	S
John J. Norton	Oct. 27, 1990	Ind. Dis.
William H. Crabtree	Mar. 18, 1991	S
Daniel K. O'Sullivan	Mar. 02, 1991	S
John G. Mandas	Jun. 17, 1991	S

H30 Captain

George C. Langley	Jul. 05, 1990	Ind. Dis.
Thomas J. Santoro	Jun. 29, 1991	Ind. Dis.

H24 Lieutenant, BFI

Richard F. Kucich	Jan. 02, 1991	S
-------------------	---------------	---

H22 Lieutenant, BFP

Norman F. Silva	Sep. 01, 1990	Ind. Dis.
Joseph W. Daly	Jan. 02, 1991	S

H20 Lieutenant

John G. Neil	Jul. 16, 1990	Ind. Dis.
Raymond J. Toland	Aug. 04, 1990	S
Robert J. Quattrin	Sep. 28, 1990	Ind. Dis.
Henry L. Manning	Dec. 11, 1990	Res.
Gabriel Gallegos	Jan. 26, 1990	S
Henry Parechan	Feb. 20, 1991	Ind. Dis.
Robert Rand	Jun. 04, 1991	S
Anthony G. Sacco	May 01, 1991	S

H4 Inspector

Theodore Samuel, Jr.	Oct. 09, 1990	Vesting
Ronald E. Gardner	Dec. 08, 1990	S
Michael V. Bykoff	Jan. 01, 1991	Ind. Dis.
George M. Delfino	Jan. 08, 1991	S
Edward J. Parrott	Feb. 26, 1991	Ind. Dis.
Rodger E. Monks	Feb. 16, 1991	Ind. Dis.

H10 Chief's Aide

Albert J. Fernandez	Jan. 02, 1991	Ind. Dis.
---------------------	---------------	-----------

H2 Firefighter

Robert J. McEvoy	Jul. 7, 1990	S
Raymond Z. Cohn	Aug. 31, 1990	S
Maurice A. Caracter	Aug. 24, 1990	Term.
Ruben A. Moten	Aug. 28, 1990	Res.
Duane E. Hemingway	Aug. 18, 1990	Ind. Dis.
Richard L. Dunham	Nov. 21, 1990	Vesting
Jeffery Hutch	Jan. 02, 1991	Term.
John J. Loftus	Feb. 02, 1991	Res.
Rocco Papapietro	Feb. 01, 1991	Ind. Dis.
Michael J. Clennel	Mar. 23, 1991	S
John H. Danner, III	Mar. 28, 1991	Res.
Michael G. Dietzen	Apr. 02, 1991	Res.
Brian Murphy	Jan. 11, 1991	Ind. Dis.
Leonard Harris	Apr. 15, 1991	Res.
Ronald R. Mauer	Jan. 24, 1991	Ind. Dis.
Teddy H. Chung	Apr. 19, 1991	Res.
Mark C. Danridge	Apr. 19, 1991	Res.
John P. Conway	May 11, 1991	Death
Duane J. Rivera	May 09, 1991	Res.
Priscilla S. Beere	May 22, 1991	Res.
Richard A. Klingman	Jun. 08, 1991	S

H110 Marine Engineer

Edward Flynn	Jul. 10, 1990	Ind. Dis.
--------------	---------------	-----------

TOTAL UNIFORMED FORCE SEPARATIONS

Retirement (Service)	21
Retirement (Ind. Dis.)	17
Retirement (Vesting)	2
Resignation (Res.)	10
Termination (Term.)	2
Death	1

Total 53

APPOINTMENTS

1990-1991

H40 Battalion Chief

Frank Cercos, III		Mar. 02, 1991
Richard D. Bracco		"
Richard J. Seyler		"
James M. Tracey		April 13, 1991
John M. Harris		"
William E. Miles	TCS	April 24, 1991
John S. Peoples	TCS	"
Harold Gamble	TCS	"
David Haberlin	TCS	"
James Groshong	TCS	"
Alberto DaCunha	TCS	"
George Maloney	TCS	"
Paul Tabacco	TCS	"
Robert Demmons	TCS	"
Robert G. Boudoures	TCS	"

H39 Captain, Div. of Training

Richard E. Armstrong	Perm. Exempt	Nov. 13, 1990
Michael J. McKinley	Perm. Exempt	May 14, 1991

H30 Captain

Federico J. Sanchez		Mar. 02, 1991
Romero Mabutas		"
Lawrence C. Giovacchini		"

H28 Lieutenant, Div. of Training

John F. McCloskey, Jr.	Perm. Exempt	Nov. 13, 1990
------------------------	--------------	---------------

H20 Lieutenant

Stephen A. Flaherty		Jan. 05, 1991
John W. Ahern		Mar. 02, 1991
Thomas J. Kurpinsky		"
Rudolph J. Castellanos		"
John S. Cercos		"
Dudley C. Wood		Apr. 26, 1991
Paul L. Fuhrman		"

H4 Inspector

Rodger E. Monks	Lim.Ten.	Oct. 23, 1990
Kenneth R. Cereghino		Feb. 21, 1991
John A. Sudano		"
Ariston S. Armada		"
Arthur C. Cofresi		"
Thomas E. Harvey		"
Edward F. DeCossio		"
Mario S. Ballard		"
Ernest F. Li		"
William D. Jackson		"
Thomas J. Cordes		"
Antonio G. Correa, Jr.		"
Craig L. Brown		"
Robert D. Cutone		"
Robert E. Livermore		"
Michael J. Keating		"
Gilbert L. Aymeric		"
Robert E. Kehoe		"

H10 Chief's Aide

Kenneth H. Owen	Perm. Exempt	Jul. 01, 1990
Raymond A. Guzman	Perm. Exempt	Jul. 01, 1990
Sheila V. Hunter	Temp. Exempt	Aug. 04, 1990
Sheila V. Hunter	Perm. Exempt	Jan. 19, 1991

H110 Marine Engineer

David C. Owen		Feb. 19, 1991
---------------	--	---------------

H2 Firefighter

Britton L. Smith	Jul. 23, 1990
John F. McNulty	"
Eric F. Sadler	"
Robert P. Bieber	"
Mark W. Sikora	"
Donald J. Goggin	"
Jeff A. Columbini	"
Tyrone Pruitt	"
Maurice Character	"
Michael R. Parker	"
Dwayne E. Newton	"
Samuel Romero	"
Raul Francisco	"
Benjamin A. Canedo	"
Ernest M. Carrillo	"
Dominic A. Bordacher	"
Victor G. Hurtado	"
Daniel A. Douglas	"
Darryl S. Loo	"
Philip J. Telesforo	"
Jeffrey J. Barden	"
Glen M. Kojimoto	"
Abdul Khadir	"
Jackson S. Fong	"
Janet L. Brock	"
Megan G. O'Connell	"
Susan F. DeMartini	"
Cherish A. Murdock	"
Romelia C. Scott	"
Morgan F. Petiti	Nov. 13, 1990
Daniel G. Romero	"
Jeffrey D. Babb	"
Alexander P. Douglas, Jr.	"
John H. Burbank, II	"
Robert E. Winslow	"
Stephen C. Engler	"
Carl M. Jepsen	"
Daniel V. Casey	"
Robert S. Mateik	"
Matthew B. Zlatunich	"
Randall J. Hendricks	"
Joseph M. Norton	"
Alan Reynaud	"
Jonathan E. Okamura	"
Richard Espinoza	"
Gregory K. Owyang	"

Gregory D. Jones	Nov. 13, 1990
Jeffery Hutch	"
Rudy Guajardo	"
Theresa R. Wolowic	"
Randall C. Hiro	"
Eddy B. Woo	"
Kathryn M. Cardinale	"
Tony K. Lew	Mar. 04, 1991
Ramon Serrano	"
Derek K. Murphy	"
Stephen F. Gieseker	"
Richard A. Brown	"
Michael G. Dietzen	"
John F. Jaber	"
John G. Shanley	"
David E. Russell	"
Patrick K. Moran	"
Joseph W. Grealish	"
Andrew G. Saitz	"
Robert F. Postel	"
Teddy H. Chung	"
Duane K. Rivera	"
Lawrence J. Yup	"
Gregory G. Louie	"
Michael D. Clark	"
Stephana McClaran	"
Robert L. Cowan	"
Mark C. Danridge	"
Anthony L. West	"
John H. Danner	"
Stanley J. Perriatt	"
Michael Lawson	"
Lisa M. Moy	"
Priscilla S. Beere	"
John J. Fogarty	"
Esmond L. Monroy	"
William J. Wong	"
Anthony W. Rivera	"
Mark T. Hayes	June 24, 1991
Peter Arnautoff	"
Edward P. Barbero	"
Anthony J. Diricco	"
Christopher A. Curto	"
Mark Johnson	"
John H. Danner, III	"
Carl A. Barnes	"

Robert C. Dotson, III	Jun. 24, 1991
Ronald A. Robinson	"
Anthony C. Robinson	"
Anthony D. Martinez	"
Glen Zorrilla	"
Walter P. Villavicencio	"
Bruce G. Guitron	"
Alfredo Calderon	"
Allen K. Wong	"
Duane J. K. Rivera	"
Alfred K. Joe	"
Edward Moy	"
Edmund G. Dea	"
Mark A. Cherrington	"
Sonny T. Lee	"
Jeffrey J. Chin	"
Joe M. Naldo	"
Steven Wong	"
Theresa E. Williams	"
Denise L. Newman	"
Heather J. Hodgin	"
Jeanne M. Seyler	"

SEPARATIONS FROM SERVICE - CIVILIAN

Effective Date

A116 Emerg. Recovery/Prep. Coord.

John P. Sucich	Feb. 01, 1991	Res.
----------------	---------------	------

8247 Emergency Planning Coordinator

Carl B. Koon	Jul. 31, 1990 (amended)	Involuntary Leave
--------------	----------------------------	-------------------

8246 Director, Emergency Services

Gerald S. Martin	Sep. 21, 1990	Res.
------------------	---------------	------

7323 Water System Asst. Supv.

Herbert E. Kneis	Jan. 05, 1991	S
------------------	---------------	---

6281 Fire Safety Inspector II

Lloyd J. Connor	Jul. 13, 1990	Res.
-----------------	---------------	------

2220 Physician (P/T)

William A. Newsom	May 03, 1991	Res.
-------------------	--------------	------

1842 Management Assistant

Marietta A. Victa	Jul. 12, 1990	Term.
-------------------	---------------	-------

1708 Senior Telephone Operators

Lynn Mechanic	Apr. 14, 1991	Sep.
Richard Sanchez	"	"
Fenecia Curry (Lim. Ten.)	"	"
Loretta Glick (Lim. Ten.)	"	"
Christine Alverio (Lim. Ten.)	"	"
Ann Castillo (NCS)	"	"
Emma Denman (NCS)	"	"
Marina Mendieta (NCS)	"	"
Beverly Ucciferro (NCS)	"	"
Dorothy Teupel (NCS)	"	"

1446 Secretary II

Linda A. Smith	Jan. 25, 1991	Res.
----------------	---------------	------

1426 Senior Clerk Typist

Lorrayne Morsello	Jun. 29, 1991	S
-------------------	---------------	---

1424 Clerk Typist

Miriam Ramirez	Mar. 01, 1991	Lay-off
----------------	---------------	---------

1224 Sr. Payroll/Personnel Clerk

Patricia A. Cowan	Feb. 28, 1991	S
-------------------	---------------	---

APPOINTMENTS - MISCELLANEOUS

A115 Communications Coordinator

Eileen C. Maloney	NCS	Aug. 01, 1990
-------------------	-----	---------------

A116 Emerg. Recovery/Prep. Coord.

John P. Sucich	NCS	Aug. 01, 1990
----------------	-----	---------------

8246 Director, Emergency Services

Gerald S. Martin		Aug. 02, 1990
------------------	--	---------------

7388 Utility Plumber

Robert A. Majoulet	NCS	Aug. 09, 1990
Robert A. Majoulet		Aug. 16, 1990

7334 Stationary Engineer

Paul Bonitz		Sep. 18, 1990
-------------	--	---------------

6281 Fire Safety Inspector II

Diana Shortall		Retro. to Jun. 22, 1990
Lisa Kanter-Stevenson		" " Jun. 22, 1990
Francis J. Sperison		" " Jun. 22, 1990
Patrick C. Stranahan		Sep. 04, 1990
Kaan Y. Chin		Oct. 23, 1990
Marta M. McGovern	NCS	Feb. 04, 1991

2220 Physician

Deborah J. Owen	Perm. Exempt	May 06, 1991
-----------------	--------------	--------------

1880 Chief of Systems (CAD Project Mgr.)

Michael J. Taylor	Temp. Exempt	Oct. 22, 1990
-------------------	--------------	---------------

1844 Senior Management Assistant

Carl B. Koon	NCS	Aug. 01, 1990
Carl B. Koon		Aug. 01, 1990

1842 Management Assistant

Birindar Singh	NCS	Mar. 11, 1991
----------------	-----	---------------

1708 Senior Telephone Operator

Dorothy Teupel	NCS	Apr. 17, 1991
Fenecia Curry	NCS	Apr. 18, 1991

1446 Secretary II

Linda Ann Smith	NCS	Aug. 24, 1990
-----------------	-----	---------------

1426 Senior Clerk Typist

Carol Medina		Oct. 22, 1990
--------------	--	---------------

1424 Clerk Typist

Nancy J. Foote		Mar. 04, 1991
----------------	--	---------------

1242 Personnel Analyst

Edgar Poma	NCS	Aug. 01, 1990
Edgar Poma		Aug. 01, 1990

1240 Asst. Personnel Analyst

Edgar Poma		Jul. 30, 1990
Douglas M. Stoddard		Aug. 09, 1990
David B. Johnson		Aug. 20, 1990

1203 Personnel Technician

Rebecca Benoza		Aug. 22, 1990
----------------	--	---------------

DISCIPLINARY ACTION

Disciplinary actions taken in the Fire Department during fiscal 1990-91 totaled 15 suspensions ranging from 1 to 90 days.

BUREAU OF PERSONNEL

The Bureau of Personnel is staffed by Battalion Chief, four Lieutenants, and two civilian employees.

The average number of personnel scheduled daily in the firefighting force has increased from 330 per day in fiscal year 1989-90 to 364 per day in fiscal year 1990-91. Daily absences increased from 73 per day to 77 per day. Daily absences are expected to remain at this level. Due to the Department's continuous hiring of new personnel, there was a 30 percent decrease in overtime hiring.

The Bureau of Personnel is responsible for the following areas:

1. Daily staffing balancing
2. Long-term staff balancing
3. Granting and regulating off-duty time; such as, vacations, floating holidays, etc.
4. Generating reports and statistics regarding personnel, and record keeping of all transactions.

1. Daily Staff Balancing.

The detail desk is occupied seven days a week in order to maintain daily staffing. A detail is the movement of a firefighter or officer from a lower rank to a higher rank for one day. There are approximately 1000 officers detailed or open positions each month. In addition to the regular details, the detail desk also receives daily reports of sick and disability leave and assigns overtime (WDO's) for officers and firefighters.

Daily staff balancing involves balancing the on-duty personnel at 297 firefighters each day. This operation requires the Bureau to fill all of the firefighter and officer positions that are open due to vacation, sick leave, disability leave, etc. by detailing personnel to these open positions. The paper and computer work needed to fill these open positions is made one day in advance of the detail.

The Bureau of Personnel also keeps a record of these details for payroll purposes. Personnel working in higher classifications are paid at the higher wage rate, like-work for like pay (LWLP).

Companies in the field are notified by teletype of all details in the afternoon preceding the work day for these personnel. Each day, in the morning, the Bureau of Personnel receives notification of officers and firefighters going off sick that day. The count and the details for that day are adjusted, LWLP personnel are activated, and overtime personnel are hired to bring the staff level to 297 members.

2. Long-Term Staffing

Long-term staff balancing is accomplished by assigning vacation relief personnel to positions in companies which for one reason or another are unfilled for a long period of time. These positions occur because of vacancies, long-term disabilities, vacations or long-term LWLP details.

At the present time, there are 232 vacation relief personnel and 78 probationary members that are used to fill these positions. The Lieutenant in charge of this task balances the tours by filling the open positions with these employees. Vacation relief members of the Department are moved to different areas of the City twice a year in order to give them experience in various companies and locations. The probationary members are assigned to training officers for a period of three months on an engine company and three months on a truck company. When their probation is completed they are added to the list of vacation relief personnel. The Lieutenant in charge of this task makes approximately 1000 reassignments per year.

3. Off-Duty Time

The Bureau of Personnel is also responsible for scheduling all vacations, floating holidays, and time off taken in lieu of pay. Over 25, 000 computer entries dealing with these requests were made during the year.

4. Report Generating

A variety of requests for reports regarding personnel are filled on a daily basis. The reports generated from these requests range from simple to complex. Both the civilian employees and the uniform staff fill these requests.

DIVISION OF MANAGEMENT SERVICES

The activities of the Division of Management Services include, but are not limited to, the following:

1. Ensure compliance with the Consent Decree
2. Develop career and educational programs for uniform personnel
3. Develop and coordinate Human Relations programs for Department personnel
4. Conduct and investigate EEO complaints and make recommendations to Chief of Department in a timely manner
5. Coordinate the firefighter recruitment program
6. Conduct and/or coordinate external and internal investigations of complaints
7. Coordinate activities of the Vehicle Accident Review Board
8. Compile disability injury statistics
9. Coordinate activities of the Merit Advisory Board
10. Handle labor relations activities as directed by the Chief of Department
11. Provide information on various Department programs and activities to the general public as directed by the Chief of Department

Training Programs

Training programs are developed to improve firefighting skills. Department members are participating in a city-wide educational reimbursement program for college courses determined to be beneficial to the Department.

Programs continue to be conducted on the topic of racial and sexual harassment within the workplace. Chief officers are provided in-depth training on how to conduct Equal Employment Opportunity (EEO) investigations.

The Department has continued to develop training programs that enable members to improve their skills as firefighters and officers in the Department. Department-wide training is on-going regarding racial and sexual harassment and Equal Employment Opportunity (EEO) training.

The Division of Management Services continues to coordinate and implement training on cross-cultural issues, focusing on enhancing the relationships within the Department and within the communities it serves.

Human Resources

The Manager of Human Resources coordinated and implemented various management training programs for Department officers, such as "Supervisor as Coach" for all officers provided by the Civil Service Training and Development Division. Sexual harassment training was a component of the "Supervisor as Coach".

In addition, six modules of management training offered through the National Center for Employment Studies at the University of San Francisco, were provided for the chief officers.

Several members of the Department attended a training seminar on "Managing Change" sponsored by the Civil Service Training Unit.

All Assistant Chiefs, Deputies, and Chief of Department took part in a course entitled "Effective Communications and Team Building." This took place in November, 1990.

The Peer Mediation Training Project continued with the training of Peer Mediation Trainers. A pool of thirteen members of the Department, who completed the Peer Mediation Training, were selected to receive additional training to become trainers. They began in-service training for the chief officers in order that the officers would understand the concept of Peer Mediation and its function. Additionally, a video on Peer Mediation has been developed for use in conducting further training. A manual for Peer Mediation was designed, developed and distributed to all firehouses.

The Manager of Human Resources provides training to each recruit class on Basic EEO Laws, the Department's General Order 91 A-2, sexual harassment, and each member's rights as an employee of the San Francisco Fire Department. In addition, the recruits receive training on Peer Mediation as an Option to Resolving Interpersonal Conflict.

Ethnicity issues fall under the purview of Human Resources.

A support group for female firefighters meets once a month. It provides a forum for sharing experience, encouragement and support. Additionally the female firefighter support group provides input to the Department pertaining to issues affecting women firefighters.

The Manager of Human Resources is available as a technical resource to chief officers who investigate complaints of discrimination for the Department. The manager also participates and assists in on-going recruitment efforts.

INVESTIGATIVE SERVICES BUREAU

The Investigative Services Bureau (ISB) functions as the internal investigative unit of the Department under the Deputy Chief of Administration. The Bureau is staffed by one H-30 Captain, the officer-in-charge, and one H-20 Lieutenant. The ISB is responsible for the following functional areas:

Internal Affairs Investigations

The Bureau is responsible for investigating internal affairs complaints when directed by the Chief of Department, Deputy Chief of Operations or Deputy Chief of Administration. The Bureau manages the drivers tracking program, investigates citizens complaints (other than EEO complaints), and testifies before the Fire Commission in regards to any ISB related investigation or inquiry. The ISB is on-call to assist field command staff with regard to investigations.

Substance Abuse Testing Program Manager

The Bureau manages the disciplinary drug testing program which includes collecting evidence, securing samples, scheduling tests, and the maintenance of drug rehabilitation records. The ISB is responsible for keeping abreast of technical and legal developments impacting the Department's drug testing program and, when necessary, changing test protocol to conform to the highest legal and technical standards. The Bureau acts as a liaison to the Toxicology Division of the Medical Examiner's office and, when necessary, testifies before the Commission or other bodies of law in regards to substance abuse cases.

Background Investigations of New Employees

The ISB investigates the background information of potential employees utilizing Police Officer Standards and Training (POST) guidelines and San Francisco Fire Department Policy Statement No. 026. The background investigation includes a criminal history; driving history; past employment; residency; and other areas of inquiry. The Bureau acts as a liaison with the Civil Service Commission regarding employment issues with potential employees.

Liaison with City and District Attorney

The Bureau acts as a liaison in scheduling Department members for depositions, in the issuance of summons/subpoenas and any other area in which liaison is necessary with these offices. The Bureau assists these offices, as necessary, in preparing cases involving the Department.

Liaison with Local Police Agencies

Investigative Services maintains a liaison with Bay Area police agencies to develop inter-agency involvement in cross-jurisdictional cases, and to develop and maintain procedures

used to deal with cases involving the Department or its members. The ISB assists the San Francisco Police Department Psychiatric Unit with matters regarding Department personnel.

Assists the Deputy Chief of Administration

The ISB assists the Deputy Chief of Administration in preparing discipline cases for adjudication before the Fire Commission. The Bureau collects reports, statements, and other documents for use by the Deputy Chief of Administration in prosecuting cases for the Department. The Bureau, when directed by the Deputy Chief of Administration, assists the Deputy City Attorney in the preparation of discipline cases. The Bureau assists the Deputy Chief with periodic special studies or projects.

Instruction and Training

The Bureau prepares and provides courses involving substance abuse testing and related issues. ISB personnel attend training seminars to keep abreast of legal and technical developments related to drug testing and internal investigations.

Summary of Bureau Activities for 1990-91

Background Investigations	204
Drug Tests Cause/Rehabilitation	33
Internal Investigations	5
Instruction and Training Classes	2
Special Projects	2

VEHICLE ACCIDENTS

Vehicle accidents involving our rolling stock again increased while the number of emergency responses remained almost the same as last year. The majority of accidents were minor in nature -- forty of the accidents required no major work.

The reactivation of the Community Residential Inspection Safety Program (CRISP) program and additional training has required increased street time for the apparatus. Since the earthquake of '89, surface traffic has increased dramatically because of damaged freeways, thus making driving to emergencies in our City much more challenging. Fortunately, the Accident Review Board developed a very successful public service message that instructs the public what to do when they see or hear responding emergency vehicles. This message was aired on all the major networks for a one month period.

One positive sign was the decrease by over 50% of category "C" accidents. This reflects the increased awareness of safe driving procedures by our officers and apparatus operators.

Classification of Accidents

Beginning fiscal year 1989-90, the new method for classifying accidents is A, B, C, or Refer to Chief of Department for consideration of disciplinary action. Following a review of all reports and relevant materials, the committee decides which of the following categories apply to the accident:

- A. An accident which has occurred because of inattention to vehicle operator's and/or officer's responsibilities or because of misjudgement of clearance in operating apparatus near stationary obstacles.
- B. An accident in which Fire Department personnel exercised reasonable judgment and precautions, exhibited good apparatus operator's and officer's skills and observed all state, local and Fire Department statutes, ordinances and rules.
- C. An accident which has occurred because of apparatus operator's misjudgment of clearance, deficiency in defensive driving techniques, or failure to anticipate other vehicle's movements.

Total alarms:	<u>86/87</u>	<u>87/88</u>	<u>88/89</u>	<u>89/90</u>	<u>90/91</u>
	44,498	55,332	58,178	59,712	57,497

Accidents

Category A					90
Category B					50
Category C					25
Referred to Chief of Department					1

Total Accidents	109	103	101	133	167
-----------------	-----	-----	-----	-----	-----

What Fire Department Was Doing At Time of Accident

	<u>86/87</u>	<u>87/88</u>	<u>88/89</u>	<u>89/90</u>	<u>90/91</u>
Moving Straight Ahead	34	45	38	45	81
Turning Right	14	12	14	18	23
Turning Left	10	7	10	20	18
Backing Into Quarters	12	9	9	12	20
Backing (Other)	14	11	13	17	11
Stopped	25	19	17	21	14
TOTAL	<u>109</u>	<u>103</u>	<u>101</u>	<u>133</u>	<u>167</u>

Damage to Fire Department Vehicle

	<u>86/87</u>	<u>87/88</u>	<u>88/89</u>	<u>89/90</u>	<u>90/91</u>
Sideswipes	37	28	41	40	55
Right Angle	1	15	13	10	17
Rear Ends	21	12	12	12	26
Front Ends	17	15	13	7	20
Other	6	6	6	8	9
No Damage	32	27	16	56	40
TOTAL	<u>109</u>	<u>103</u>	<u>101</u>	<u>133</u>	<u>167</u>

Vehicle Accidents by Unit Classification

Fiscal Years

<u>FIRE SUPPRESSION</u>	<u>86/87</u>	<u>87/88</u>	<u>88/89</u>	<u>89/90</u>	<u>90/91</u>
Deputy & Chief of Department	3	0	1	3	1
Assistant Chiefs	1	3	0	2	2
Battalion Chiefs	4	0	4	7	8
Engine Companies	48	54	44	55	82
Truck Companies	22	29	29	45	53
Hose Tenders	0	0	0	0	0
Haz. Mat. Unit	0	0	0	0	0
Rescue Companies	5	3	1	0	1
Service Squad	1	0	0	3	1
Foam Unit	0	0	0	0	0
Fuel Unit	0	0	0	0	0
Utility Unit	0	0	0	0	0
Airport Companies	3	1	3	0	1
	<u>87</u>	<u>90</u>	<u>82</u>	<u>115</u>	<u>149</u>
 <u>SUPPORT SERVICES</u>	 <u>86/87</u>	 <u>87/88</u>	 <u>88/89</u>	 <u>89/90</u>	 <u>90/91</u>
Division of Fire Prevention and Investigation	10	6	8	8	8
Personnel Center	0	0	0	1	0
Division of Training	0	1	0	1	4
Bureau of Engineering & Water Supply	9	6	7	3	6
Bureau of Equipment	1	0	0	1	0
Headquarters Staff	0	0	2	3	0
	<u>22</u>	<u>13</u>	<u>19</u>	<u>18</u>	<u>18</u>
 GRAND TOTALS	 109	 103	 101	 133	 167

Vehicle Accidents by Classification

<u>Type of Accident</u>	<u>86/87</u>	<u>87/88</u>	<u>88/89</u>	<u>89/90</u>	<u>90/91</u>
Collision with Fixed Objects --					
Parked Vehicles, Buildings, etc.	51	48	45	55	67
Moving Vehicles	46	38	36	50	58
Another SFFD Vehicle	3	2	1	2	2
Other	9	8	9	6	10
Intersection Collision	9	7	10	20	30
	<u>118</u>	<u>103</u>	<u>101</u>	<u>133</u>	<u>167</u>

DISABILITY INJURIES

	<u>1989-90</u>	<u>1990-91</u>	<u>Change</u>
Total Injuries	971	1162	-191
Lost Work Day (LWD) Injuries	959	722	-237
LWD	21,624	25,144	+3520
LWD per LWD Injuries	22.5	34.83	+12.28

Lost Work Day Injuries

	<u>1989-90</u>		<u>1990-91</u>	
	Injuries	LWD	Injuries	LWD
Engine Companies	470	10,794	360	10,662
Truck Companies	247	6,499	214	7,323
Rescue Companies	40	401	13	344
Airport Companies	51	1,241	11	385
Division 1-2-3	19	319	14	552
All Battalions	49	1,210	30	912
Fireboat Company	11	211	3	169
Fire Prevention & Investigation	47	319	25	1,824
Others	25	630	52	2,973
TOTAL	959	21,624	722	25,144

Lost Work Day Injuries

	<u>1989-90</u>		<u>1990-91</u>	
	With LWD	Without LWD	With LWD	Without LWD
1. Fires	510	97	125	42
2. Other Emergencies	159	29	119	38
3. On Department Property	164	51	93	79
4. Drills, Off Department Property	41	3	6	2
5. Inspection Work	26	3	7	3
6. Emergency Vehicular Movement	12	4	5	3
7. Non-Emergency Vehicular Movement	7	3	4	1
8. Routine Duties (Auxiliary Ser.)	10	3	2	1
9. Not Otherwise Classified	11	8	33	33
10. Drill Tower (Training)	19	2	7	1
TOTAL	959	203	401	203

<u>Part of Parts of Body Injured</u>	<u>1989-90</u>		<u>1990-91</u>	
	With LWD	Without LWD	With LWD	Without LWD
1. Eye	17	8	12	22
2. Head	18	4	12	52
3. Neck (except resp. system)	159	11	24	3
4. Shoulder	145	21	39	16
5. Arm	24	7	13	8
6. Elbow	28	8	15	4
7. Wrist	21	4	12	1
8. Hand	64	27	36	20
9. Back	268	20	118	12
10. Leg	31	4	12	4
11. Knee	113	16	44	13
12. Ankle	2	12	26	1
13. Foot	51	17	18	6
14. Trunk	20	16	19	3
15. Respiratory System	21	20	6	27
16. Chest pains	19	10	7	4
17. Stress			4	2
18. Not otherwise classified	20	11	16	18

Nature of Injury

1. Burns and Chemical Burns except eyes	14	3	7	2
2. Burns, eyes	2	0	1	0
3. Foreign body in eye or eye irritation	10	11	11	21
4. Strains - sprains	402	40	274	42
5. Bruises and contusions	57	24	36	10
6. Hernias	1	1	0	0
7. Lacerations	39	12	17	9
8. Punctures	9	14	5	6
9. Dislocations	12	2	1	0
10. Fractures and suspected fractures	22	9	6	20
11. Respiratory system and smoke inhalation	6	1	3	19
12. Dermatitis (skin disorder)	4	6	0	1
13. Cardio-vascular	24	4	7	2
14. Stress			4	2
15. Not otherwise classified	60	17	29	67

<u>What Injured was doing</u>	<u>1989-90</u>		<u>1990-91</u>	
	With LWD	Without LWD	With LWD	Without LWD
1. Handling hose	64	83	66	15
2. Handling ladders	61	13	27	5
3. Handling axes	20	4	5	0
4. Handling ceiling hooks	1	2	2	3
5. Handling Gleeson Valves	0	2	3	1
6. Handling salvage covers	4	0	0	0
7. Handling other tools and equipment	69	9	30	11
8. Handling other objects	18	23	12	9
9. Ventilating	9	6	8	4
10. Overhauling	27	9	14	9
11. Rescue Work	433	22	34	22
12. Locating Fire	21	4	14	6
13. Directing Operations	7	0	6	2
14. Controlling refrigeration break	4	0	0	0
15. Servicing or operating apparatus	16	4	6	1
16. Inspection work	11	1	4	4
17. Involved in vehicular collision	19	2	4	1
18. Getting on or off apparatus	64	6	33	1
19. Ascending or descending	12	10	27	6
20. Sliding down pole	9	1	2	0
21. Exercising	17	4	8	1
22. Performing duties allied to cooking	19	5	5	4
23. Not otherwise classified	44	41	56	93

How Injury Occurred

1. Struck against	141	18	27	3
2. Stepped on	32	9	20	2
3. Struck by	76	41	23	12
4. Caught in, on, or between	54	13	8	1
5. Tripped, slipped, or fell	243	34	67	15
6. Lifting or moving	324	36	114	28
7. Overexertion	32	8	6	2
8. Wetting	10	1	1	0
9. Exposure to temperature extremes	4	3	2	0
10. Inhalation	3	4	0	16
11. Irritation	12	9	2	3
12. Absorption	3	3	0	1

<u>What Injured was doing</u> (Continued)	<u>1989-90</u>		<u>1990-91</u>	
	With LWD	Without LWD	With LWD	Without LWD
13. Contact-electrically charged objects	1	2	0	0
14. Contact-heated objects and heated water	7	4	2	0
15. Grasped	7	4	0	0
16. Explosions	10	3	0	0
17. Backdrafts	0	2	0	0
18. Not otherwise classified	54	30	98	116

MERITORIOUS COMMENDATIONS

In 1990-91, the Fire Commission accepted the recommendations of the Merit Advisory Board and the Chief of Department concerning acts of heroism performed by the following Department members during the period October 1989 through January 1991:

Class "A" Award

Captain Stephen T. Freeman

Firefighter Ralph J. Blanchard

Firefighter Mark A. Evanoff

Class "C" Award

Captain Frank Cercos

Firefighter Ernest C. Aitken

Captain Paul Tabacco

Firefighter John P. Clare

Lieutenant Tilden I. Hansen

Firefighter Kenneth G. Hoover

Lieutenant Milford I. Patsel

Firefighter Derek B. O'Leary

Lieutenant Bernne Wangara

Firefighter Brad Rey

Chief's Aide Paul R. Vega

Firefighter Stephen J. Smith

Firefighter Charles H. White

There were 7 Unit Citations and 32 Certificates of Commendation awarded to uniformed members during this period. Additionally, 8 civilians received Certificates of Merit.

TOY PROGRAM

The San Francisco Fire Fighters Toy Program is a non-profit organization dedicated to the Spirit of Christmas operated under the direction of Firefighter John Voelker, and sponsored by San Francisco Fire Fighters Local 798.

For 41 years, off-duty and retired firefighters and their families worked on a strictly volunteer basis have strived to ensure that each child in this City may smile on Christmas morning. Every child, no matter what race or financial situation deserves to have Christmas, and we help as many as we can.

The need for this program grows greater each year. In 1989, the program gave toys to 20,000 children; in 1990, the program benefitted 47,000. From every section of the City, we see the working poor, the very poor, and so many homeless. The number of homeless children grows at an alarming rate. For these special children, our program is the only way parents can offer any kind of happiness at least one day a year.

Along with our toy collection, we collect food for Mother Theresa's Soup Kitchen. For a few years, we have been sharing old Station 30 with Mother Theresa's Sisters of Charity. Seeing the number of people they feed each evening, and watching those numbers grow only makes stronger our commitment to this community.

The only criteria for eligibility we require is a legitimate need. We are the only program of this kind in San Francisco. Through generous donations, we have been able to reach out to all children, even those in hospitals, and those living on the streets. We will continue to carry on this 41 year old tradition in the hopes that someday we will not be needed.

1990 TOY PROGRAM SUMMARY

6, 280 families helped
183 large groups
47, 000 children
140, 000 toys given away

F. L. A. M. E.

During the 1990-91 fiscal year, the San Francisco Fire Department's Fire League Athletic and Musical Events (F.L.A.M.E.) program, under the direction of Firefighter Roger Bross, celebrated its 22nd year.

The program currently provides athletic activities for over 5,000 boys and girls, ages 6 through 18.

Through the generous donations of both active and retired members of the San Francisco Fire Department, F.L.A.M.E. is able to offer a varied program consisting of basketball and baseball tournaments and leagues.

Additionally, the program has continued to offer many handicapped children throughout the city with a variety of recreational opportunities. This activity has flourished under the direction of retired San Francisco Firefighter J.B. Sullivan.

PIONEER MEMORIAL MUSEUM
ST. FRANCIS HOOK & LADDER SOCIETY

By resolution of the Fire Commission and the Board of Supervisors, the St. Francis Hook & Ladder Society is charged with proper management of the Department's Pioneer Memorial Museum and its collection. The Society and City Guides provide volunteer docents during the Museum's open hours, and welcomed 2,917 visitors during the year. The Museum is located adjacent to Station 10 at 655 Presidio Avenue, and is open Thursday through Sunday, 1:00pm - 5:00 pm. Admission is free.

The St. Francis Hook and Ladder Society is a non-profit California corporation which is empowered to accept, on behalf of the Fire Commission, gifts to the museum. If such gifts are monetary, the Society uses the money for the preservation, restoration and maintenance of apparatus, artifacts, and memorabilia of the collection.

Off-duty firefighters of the Society represented the San Francisco Fire Department in grand fashion at firemen's muster this year in Fort Bragg, Virginia City, Nevada and the California Firemen's Muster Association's State Championships at Atwater. The Society's muster team is proud to announce that for the third time in the last four years, they are the "Class I Hand Engine State Champions." The team became the state champion with a first place time of 26:34, just 3 seconds off the state record using the Society's 1856 Button Emperor Norton No. 1 "maschen".

At the Society's annual meeting, the William F. Murray Award was presented to Lt. Stan Jones of Engine Company No. 36 for his work with the Haz Mat Unit. The member of the year award was awarded to Bruce McKenzie.

During the year, the membership of the Society donated 4,221 hours of service to the Department as sponsor of the Museum.

As sponsor of the Pioneer Memorial Museum, membership in the St. Francis Hook and Ladder Society is open to all in the community who wish to preserve San Francisco's proud fire history.

STRESS PROGRAM

The San Francisco Fire Department's Stress Unit/Employee Assistance Program (EAP) has been in operation for five years. This program is based on confidential peer counseling and is very successful. It provides a safe, objective, and non-judgmental environment where firefighters and their families can come for support, advice and professional referrals in resolving personal and job-related problems. The Department recognizes that these issues can often impair job performance and efficiency and wishes to aid in the resolution of such as best possible. Stress, whether incurred by traumatic incident, family problems, alcohol and/or drug abuse, decreases firefighters' effectiveness, could endanger their fellow firefighters and hinder their effectiveness in serving the community.

The Stress Unit's primary concern is the mental and emotional well-being of the firefighters. The Stress Unit provides absolute confidential help for all members of the Department and their families and in no way functions as an administrative disciplinary unit.

The unit currently consists of three full-time firefighter peer counselors. They are assisted by a thirteen member Stress Unit Committee, which reflects the ethnic diversity of the San Francisco Fire Department, as well as represents every rank in the Department. The Committee acts as a liaison between the Stress Unit and Department Administration.

During the past year, the Stress Unit has made presentations at conferences in Ft. Lauderdale, Ft. Worth, Boston, Chicago, and Palm Springs. These conferences allow the Stress Unit Counselors to network with other Departments, share common problems and find workable solutions to these problems. Our counselors have also assisted members of other Fire Departments in laying the foundation for successful EAP's in those Departments. This assistance has even crossed international borders. Our counselors worked together with Firefighter Per Hassling, who works in a fire department in Sweden, in the hopes of establishing an EAP unit within his Department.

The Stress Unit continues to be involved with counseling firefighters after traumatic incidents. The ultimate goal is to put together a Critical Incident Stress Debriefing Team composed of firefighters and mental health professionals.

Confidential peer counseling has proven to be a very successful approach to the problems our firefighters are experiencing. This help is obtained either by contacting the Stress Unit or by pro-active intervention taken on by the counselors themselves.

The Unit continues to make presentations to each new probationary class, providing valuable information about what the unit offers and how to contact the unit should firefighters feel the need arise in their lives.

FIREFIGHTING AND RESCUE SERVICES

The Suppression forces provide protection to 738,700 citizens residing in the 49 square miles of San Francisco. During the business day, this number increases to approximately one-and-one-half million. The Suppression forces consist of 41 engine companies, 18 truck companies, 2 rescue squads, two fireboats, and other special purpose units. The companies are organized in three divisions which are further divided into 10 battalions. A fourth division comprised of three firefighting companies is located at San Francisco International Airport.

During the fiscal year 1990-91, Suppression units responded to 57,497 incidents, a decrease of 3.7% over the previous fiscal year. A total of 25,379 responses were made to medically related incidents. The number of false alarms decreased by 172 over the previous year.

Fire Prevention activities of the Suppression forces center around the Commercial Residential Inspection Safety Program (CRISP) and the Home Safety Survey. Last fiscal year, the suppression forces inspected nearly 13,000 buildings under these two programs. Besides identifying and abating hazards found during inspections, fire suppression companies are able to formulate pre-fire plans for the inspected buildings.

The primary responsibility for in-service training of Suppression firefighters is with the company officers, but the Division of Training supplements this training and also evaluates the performance of individual fire companies and firefighters. In addition, designated officers, in cooperation with the Division of Training, provide training in specialized areas, such as Hazardous Material incident response, BART and MUNI Metro underground firefighting and rescue, high-rise building firefighting, wildland firefighting, and surf and cliff rescue.

The following is a recapitulation of Fire Department response from 1985-86 to 1990-91 and a comparison of the number of incidents by type for 1989-90 and 1990-91.

FIREFIGHTING AND RESCUE SERVICES

Recapitulation of Fire Department Response

	<u>85-86</u>	<u>86-87</u>	<u>87-88</u>	<u>88-89</u>	<u>89-90</u>	<u>90-91</u>
Total Fire	6,709	6,267	6,212	5,920	6,210	6,128
False Alarms	10,266	9,469	8,265	9,046	9,713	9,541
Emergency Other than Fire	26,075	28,762	37,855	43,212	43,789	41,828
(Resuscitations)	(1,724)	(1,525)	(1,497)	(1,295)	(1,068)	(1,045)
Total Alarms	43,050	44,498	52,332	58,178	59,712*	57,497
Major Alarms	69	68	71	92	72	68

*Total does not include 600+ responses related to October 17, 1989 Earthquake

Summary of Incidents by Type

	<u>89-90</u>	<u>90-91</u>
<u>Fires</u>		
Unknown Type Fire	1	1
Building Fire	2,299	2,267
Trees, Brush, Grass	599	728
Vehicle Fire	1,044	1,075
Refuse Fire	2,136	1,861
Outside Structure	77	91
Explosion	7	5
Outside Spill/Leak	0	0
Mobile Home	12	2
Other Fire	<u>75</u>	<u>98</u>
<u>TOTAL</u>	6,210	6,128

False Alarms

Malicious/Mischief	7,376	6,594
Bomb Scare, No Bomb	4	7
System Malfunction	1,403	1,647
Unintentional	<u>903</u>	<u>1,293</u>
<u>TOTAL</u>	9,713	9,541

Emergency Other Than FireRescue Calls

Resuscitation-Positive	150	162
Resuscitation-Negative	918	883
First Aid	25,619	24,334
Rescue/Extrication	119	90
Potential Jumper	26	35
Elevator/Escalator	357	368
Trapped in Auto	229	229
Cliff/Landslide	30	17
Aircraft Incident	3	2
Drowning	2	5
<u>TOTAL</u>	27,460	26,125

Overpressure

Steam Rupture	82	40
Air/Gas Rupture	314	159
Water Heater/Boiler	<u>248</u>	<u>143</u>
<u>TOTAL</u>	644	342

	<u>89-90</u>	<u>90-91</u>
<u>Hazard Conditions</u>		
Washdown Blood	87	133
Washdown Gas/Oil, etc.	1,067	1051
Explosive Removed	17	12
Excessive Heat	256	192
Power Lines Down	126	139
Arc/Short Electric	439	365
Refrigeration Leak	27	13
Smell of Natural Gas	91	57
Building Collapse	35	2
Aircraft Alert	<u>45</u>	<u>78</u>
<u>TOTAL</u>	2,190	2,042
<u>Good Intent Calls</u>		
Smoke Scare/Smell	198	160
Wrong Location	24	30
Control Burn	10	12
Alarm Bell Ringing	3,186	3,322
Recall/No Service	927	915
Recall/Medical	<u>509</u>	<u>415</u>
<u>TOTAL</u>	4,854	4,854
<u>Service Calls</u>		
Cover a Window	449	326
Lock-Out/Lock-In	807	934
Water Removal	1,174	1,458
Smoke/Odor Removal	952	1,062
Animal Rescue	65	71
Assist Police	337	397
Broken Hydrant	260	247
Boat Sinking	7	5
Loose Structure	177	53
Broken Sprinkler	<u>88</u>	<u>122</u>
<u>TOTAL</u>	4,316	4,725
<u>Hazardous Material Spill</u>		
Unknown	40	47
Explosives	8	10
Compressed Gas Leak	319	149
Flammable Liquid Spill/Leak	135	119
Flammable Solids	1	2
Oxidizing/Organic Peroxides	4	3
Poisons	4	1
Radioactive Material	0	3
Corrosives	8	9
Other Regulated Material	<u>34</u>	<u>22</u>
<u>TOTAL</u>	553	365

	<u>89-90</u>	<u>90-91</u>
<u>Miscellaneous Calls</u>	3772	3375
<u>Fires - Source of Heat Ignition</u>		
Heating Systems	115	116
Cooking Equipment	885	965
Air Conditioning Equipment	9	18
Electrical Distribution Equipment	371	372
Electrical Appliances	91	108
Special Equipment	318	318
Processing Equipment	14	13
Service Equipment	35	39
Other Objects	3,974	3,112
Undetermined	402	151
<u>Fires - Type of Material Ignited</u>		
Gas	49	44
Flammable Liquid	505	518
Volatile Solid	344	400
Chemical-Metal-Plastic-Paint	178	243
Natural Product	1,233	1,365
Fabric-Textile Fur	567	537
Material with Oil	35	47
Other	106	225
Undetermined	364	359
Wood-Paper	2,833	2,291
<u>Fires - Number and by Property Class</u>		
<u>Public Assembly</u>		
Amusement-Fixed	5	27
Amusement-Variable	6	4
Churches	5	11
Libraries, Courts	7	5
Eating, Drinking	73	92
Terminals, Station	2	8
Theaters	4	9
Clubs	3	7
<u>Educational</u>		
School, Non-Resident	20	27
Business Schools	7	7
Universities	1	2
School, Residential	0	1
Unclassified	1	0

	<u>89-90</u>	<u>90-91</u>
<u>Institutional</u>		
Care of the Aged	15	16
Care of the Young	5	2
Sick or Injured	30	28
Physical Restraint	4	4
<u>Residential</u>		
One & Two Family	484	517
Apartments	1,287	1,322
Rooming House	1	5
Hotel	115	114
Motel	2	2
Dormitory	2	5
Mobile Home	1	0
Other	0	0
<u>Store & Office</u>		
Food, Beverage	18	12
Textile, Clothing	7	7
Household, Repair	13	12
Specialty	20	15
Recreation	8	4
Professional	18	17
Motor Vehicle	13	10
General Item	8	5
Offices	112	104
<u>Basic Industry</u>		
Communications	1	3
Utilities	37	63
Agriculture	2	13
Forestry	2	0
Mineral Products	2	
Laboratories	3	1
<u>Manufacturing</u>		
Food	8	8
Beverage, Tobacco	3	8
Textiles	0	1
Wearing Apparel	2	2
Wood, Paper	13	24
Chemical	5	0
Metal	7	10
Vehicle	1	1
Other	5	2
Unclassified	6	8

	<u>89-90</u>	<u>90-91</u>
<u>Storage</u>		
Textile	0	1
Food, Tobacco	2	4
Petroleum, Alcohol	0	1
Wood, Paper	1	5
Chemical, Plastic	1	3
Metal	2	4
Vehicle	17	20
General	37	37
Agriculture	1	0
Unclassified		1
<u>Special Properties</u>		
Construction	20	21
Special Structures	10	8
Outdoor	576	1,151
Road	2,074	1,183
Equipment	4	3
Railroad	0	2
Aircraft Areas	1	0
Water Areas	1	4
Unclassified	0	0
<u>Mobile Property</u>		
Road-Passenger	941	1,027
Road-Freight	108	82
Rail Transport	1	0
Water Transport	5	4
Air Transport	1	1
Heavy Equipment	8	4
Special Vehicles	1	0
Unclassified	2	19

DIVISION OF AIRPORTS

Division #4 of the San Francisco Fire Department is responsible for providing fire protection, training and prevention for the San Francisco International Airport. The Division's services are provided by three airport fire companies located at two fire stations at the airport. These companies also make regular building inspections of terminals, cargo areas and other structures.

Airport company #1, located in Fire Station #1, is an Aircraft Rescue and Firefighting (ARFF) Company, composed of two (2) ARFF units.

Airport company #2, located in Fire Station #2, is an Aircraft Rescue and Firefighting (ARFF) company composed of two (2) ARFF units. One defibrillator is assigned to Airport Company #2.

Airport company #3, located in Fire Station #1, is a structural company providing first aid and structural protection. This company is composed of three (3) units - engine, truck, and first aid vehicle. Two defibrillators are assigned to Airport Company #3.

Fire Prevention activities for Division #4 are provided by a Deputy Fire Marshal and Fire Safety Inspector. Duties include regulation of hazardous materials, code enforcement, and training in fire extinguisher operation and earthquake preparedness.

The Division #4 staff includes a Division Chief, Operations Officer and a secretary. Aircraft rescue and firefighting operations are regulated by Federal Aviation authority. All Division #4 personnel are certified annually by the Federal Aviation Administration (FAA). At least two of the on-duty personnel are certified scuba divers, equipped for response to water emergencies.

In addition to regular drills as scheduled by the San Francisco Fire Department, special drills are also conducted. Each month, three surprise exercises are conducted (RED CAPs). These exercises involve not only the Airport Fire companies, but also Airport police, medical, communications and operations. Exercises are primarily aircraft related, but are also used for simulated water rescue, hazardous materials and medical problems.

In recognition of the Airport's safety and emergency preparedness efforts, the Aviation Safety Institute has bestowed its Safety Institute Award to San Francisco International Airport for the 14th consecutive year.

AIRPORT RESPONSE STATISTICS

1990/91

Aircraft Incidents	107
Brigades (Panel Alarms/Good Intent)	520
Building Fires	25
Code 10 (Bomb Threats)	17
Elevators/Escalators	218
Fuel Spills	156
Grass/Trash Fires	14
Medical Alarms	1139
Vehicle Incidents	72
Water Rescues	6
TOTAL	<u>2212</u>

HAZARDOUS MATERIALS PROGRAM

To meet the potential danger posed by the increased usage of toxic and otherwise hazardous materials, the San Francisco Fire Department placed a Hazardous Materials Response Unit into service on October 1, 1982.

During the 1980's, equipment was added to the response unit as needs were identified. The original response unit proved to be too small for the current needs of our personnel, and a larger step-van was built to our specifications and was placed in service in January 1991. The new vehicle has the much needed larger storage area for equipment and personnel comfort.

The new vehicle is equipped with a 6.5 KV diesel powered generator, a refrigerator, and a microwave oven. The storage area has shelves with "crates" for the storage of the equipment. The decontamination equipment is stored in green crates, the personal protective equipment is stored in yellow crates, and the leak stopping devices and equipment are stored in red crates.

Equipment improvements during the year include two free standing halogen lights, new decontamination equipment, and new chemical suits. All personnel assigned to Engine 36 and Battalion Two have been issued new PVC coveralls and nomex coveralls.

The Hazardous Materials Support Unit quartered at Station 29 is a stake-bed truck with a hydraulic lift-gate. This vehicle carries a large supply of foam, 55 gallon overpack drums, numerous bags of absorbent material, and a 1500 gallon chemical resistant portable tank. The support unit is available by special call and will normally respond with only a driver.

Training for personnel this year has included in-house training for members of Station 36 and the completion of 200 hour hazardous materials class for eleven members of the Department. Forty-three members of the Fire Department are certified Hazardous Materials Technicians. To maintain compliance with federal OSHA laws, the twenty members of Engine 36 and Battalion 2 must successfully complete the 200 hour State certified hazardous materials course.

During the year, the team has been called out on incidents involving asbestos, spills of unknown powders, reacting chemicals, large fuel spills, and for evaluation of chemical hazard following fires. Incidents worth special notation include the discovery of both a clandestine drug lab following the extinguishment of a small fire and the illegal manufacture of TNT in an apartment house following an explosion and fire.

HIGH RISE COMMITTEE

The purpose of the High Rise Committee is to insure that all members of the Department have the proper knowledge of this Department's high rise procedures.

More than seven-hundred members in the suppression force received orientation training in high rise procedures. Each session trained approximately twenty members. The sessions were conducted in various high rise buildings in the downtown area. They included SFFD operational procedures and an orientation of the various fire protection facilities that may be found in high rise buildings.

Over the Memorial Day weekend, this committee conducted six complete exercises in a downtown building. Each exercise simulated a fourth alarm assignment. Approximately eighty-five members were part of each exercise. More than five hundred suppression members participated in the six exercises. The exercises increased efficiency in high rise procedures and in the implementation of the Incident Command System.

The committee is presently involved in a program for insuring that the standpipe outlets in high rise buildings have the proper water pressure and volume at each outlet.

RAPID TRANSIT COMMITTEE

The Rapid Transit Committee has maintained its program of conducting drills in both BART and Muni systems. During the past year, the committee had three full scale Trans-Bay tube drills with the Oakland Fire Department along with several orientation drills for SFFD personnel.

The Transit Committee is also involved in development of fire safety standards for future BART system expansions. We have also requested that the Department be provided with new radios or a new radio system for fire operations in the BART underground. During this period, the Transit Committee has been working with the Bureau of Fire Prevention in monitoring the conversion of the BART underground dry standpipe system to a wet system.

The Committee has worked extensively with the Bureau of Fire Prevention to develop fire safety criteria for the planned extension of the Muni Metro turnaround project from Embarcadero station to the Mission Bay, scheduled to begin in 1992.

Future goals include extending the Mayor's Emergency Telephone System (METS) to all BART and Muni stations for use during underground emergencies in conjunction with ICS procedures.

SURF/CLIFF RESCUE

The mission of this program is to provide training for members to enable them to function as rescuers in both surf/ocean and cliff emergencies. This training is being provided by qualified Department instructors. The lead instructor for the surf rescue program is Lt. Robert Fennell of Station 18; the instructor for cliff rescue (also called High Angle Rope Rescue - H.A.R.R.) is Capt. Steve Freeman of Rescue 2.

Lieutenant Fennell and his instructors have trained over 100 members in surf rescue practices. They have also trained personnel from the United States Coast Guard and several members of the Presidio Fire Department. The classes are limited to 25 members to protect the strict supervision for all trainees.

Capt. Freeman wrote a new H.A.R.R. manual, which was sent along with a course description to the State Fire Marshal's office for review. The course outline was accepted and the State agreed to grant certificates to those members who successfully completed the course and passed the required examination. The H.A.R.R. Class was taught by Capt. Freeman. All members of Station 34 were trained, as well as other personnel in Station 14, Rescue 1 and Rescue 2 for a total of 29.

The committee was very fortunate to have a fund established by private donations to purchase equipment needed for both surf and cliff rescues. The committee bought ropes, webbing, helmets with lights, pre-tied harnesses, a radio to communicate with the National Park Service, four new wet suits complete with strobe lights and various hardware items for cliff rescues. The Surf unit received 6 new wet suits and three radios for communication with the U.S. Coast Guard to facilitate water rescues when both agencies are responding to an incident.

The Surf Rescue was dispatched to 25 incidents this year involving persons having difficulty in the surf, most of these taking place at Ocean Beach.

The Cliff Rescue was sent to 33 dispatches this year, with locations ranging from Lands End to Geneva Avenue. Many of these calls resulted in our personnel being suited up in harnesses and being sent down a cliff to assist stranded citizens.

MUTUAL AID PROGRAM

Because the Fire Service depends tremendously on mutual aid, the San Francisco Fire Department participates in the California State Mutual Aid System. Many of our resources, from structural protection to hazardous material abatement, have been utilized this year in training exercises and actual incidents.

An accelerated Wildland Orientation and Safety training course was given this year to over one hundred firefighters. We also trained approximately twenty-five Strike Team Leaders. The largest Mutual Aid Drill this year was conducted during our annual earthquake exercise in April, 1991. Twenty-five agencies from the Bay Area participated in this demonstration. The most unique portion of the exercise was Operation Air Bridge, in which a group of Los Angeles City firefighters and their equipment were transported to San Francisco by a Coast Guard C-130.

Actual Mutual Aid Responses:

OES Unit #217

August 9, 1990 - nine days to Tehama fire, near Red Bluff

Haz/Mat Unit

October 16, 1990 - San Mateo County

April 30, 1991 - San Mateo County

Marine Group:

Fireboat Phoenix

September 14, 1990 - Treasure Island

September 18, 1990 - Richmond

March 27, 1991 - Aid to CHP, Golden Gate Bridge

Fireboat Guardian

September 18, 1990 - Richmond

BUREAU OF FIRE PREVENTION

The Bureau of Fire Prevention's authorized strength during fiscal year 1990-91 was eighteen civilian and twenty uniformed inspectors. In addition, the Bureau has two fire protection engineers and six clerical positions. Seven uniformed officers are assigned to the Bureau to provide supervision and management.

The Bureau's Fire Inspection Tracking System (FITS) Computer system enables the Bureau to track Fire Code violations for which citations have been issued by Fire Inspectors. Building owners are obligated to pay a reinspection fee due to the needed follow up inspection to ensure abatement of the Fire code violation. The reinspection fee program is currently generating \$49,066 annually.

The above program, along with the Annual High Rise Inspections, the Plan Checking Unit, and Fire Department Permits, generate 1.8 million dollars annually.

INSPECTIONS

Referrals received from outside agencies:

State Fire Marshal	391
Police Department	196
Department of Public Health	385
Bureau of Building Inspection	5, 395

Bureau of Fire Prevention Generated Activities

New SFFD Permit Applications	731
Annual Hi-Rise Inspections	472
Complaint Inspections	2, 527
Total Inspections Made	38, 140
Follow-up Inspections	10, 415

Fees Generated Through Inspections Conducted

Bureau of Building Inspection	\$713, 381
Annual Hi-Rise Inspections	\$365, 822
New SFFD Permit Applications	\$ 98, 217
Renewed SFFD Permit Applications	\$409, 406
Reinspection Fees	\$ 49, 066
Infraction Fees	\$ 5, 550
Total Fees Generated	\$1, 641, 442

CODE DEVELOPMENT

The Bureau of Fire Prevention did not adopt the 1988 Uniform Fire Code with amendments which were to be known as the San Francisco Fire Code as projected in last year's annual report. The Bureau has decided to forego adoption of the 1988 Uniform Fire Code and to adopt the 1991 Uniform Fire Code to take advantage of the latest code development. This has proven to be a wise decision since the Bureau was recently informed that the State of California will be adopting, for the first time, the Uniform Fire Code (1991 edition) as part of its regulation. At this time, existing amendments of the San Francisco Fire Code are undergoing revisions by the Bureau and City Attorney's office which will be presented to the Fire Commission at the beginning of next year. It is anticipated that the 1991 Uniform Fire Code with revised amendments will be presented as the San Francisco Fire Code to the Board of Supervisors for adoption by April, 1992.

PLAN CHECKING

The Bureau of Fire Prevention, with six members under the supervision of a lieutenant, is assigned to check plans for alterations and new construction of buildings for compliance with laws and ordinances related to egress, fire protection, and fire spread control.

The Bureau of Fire Prevention and the Bureau of Building Inspection have established committees to review enforcement policies and to develop parameters for the design of required life safety components for buildings. These committees meet with the public and solicit their input to solve enforcement and procedural problems. Since such meetings have been part of the program, problems involving plan checking have diminished.

ACCELERATED CODE ENFORCEMENT

In abatement cases that become protracted or require correction through the assistance of the City Attorney or District Attorney, the Accelerated Code Enforcement Fire Inspector (A. C. E.) pursues the matter with appropriate legal authorities until reaching resolution.

The assignment includes the responsibility for the research of ownership and of property information pertinent to the case, participation in consultations, and court appearances. Additionally, the A. C. E. Inspector inspects and takes appropriate action on matters of immediate fire safety concerns as directed by the Fire Marshal.

Other activities performed in this area include inspections of City and County of San Francisco properties/structures and the San Francisco Housing Authority sites throughout the City.

During fiscal year 1990-91, the following activities were conducted:

1. Completed Robert B. Pitts apartments
(Former Yerba Buena Plaza West)
San Francisco Housing Authority
2. Continued Modernization Program for San Francisco Police Department
(Ingleside Station) through the Provisions of 1986 earthquake up-grade
bond issue.
3. Continued upgrading of fire and life safety systems for the Academy of
Sciences.
4. Began upgrading of life-safety system for Bureau of Building Inspection,
450 McAllister Street.
5. Reviewed and inspected Housing Authority sites in accordance with Battalion
Chiefs quarterly reports of deficiencies. Notify Housing Authority of
findings and inspect sites as needed to ensure corrective actions are
taken.
6. Represented the San Francisco Fire Department in court hearings where
abatement procedures have been ignored.
7. Participated in Target Hazard Task Force group comprised of City
Attorney's office, Police Department, Department of Public Health,
Bureau of Building Inspection and other State/local agencies that can
provide enforcement assistance. Subject properties include "crack
houses", illegal auto repair activity as well as other chronic multi-agency
enforcement interests.
8. Represented the Bureau of Fire Prevention with regards to Fire/Life
Safety Issues as necessary.

INSTITUTIONS AND RESIDENTIAL CARE FACILITIES

Institutions

The institutions inspector is responsible for facilities which provide twenty-four (24) hour care and supervision. These include work furlough programs, hospitals including convalescent hospitals, and jails. All of these facilities are required to be licensed by several state agencies which require inspections prior to an issuance of their license, capacity change, client changes, as well as license renewals.

The institutions inspector is also involved with the planning of these facilities. Prior to any renovation or construction, construction plans submitted to the Building Department as well as from the office of the Statewide Health and Planning and Development are reviewed to assure conformance with the California Building and Fire Codes as well as the San Francisco Building and Fire Codes. Once the construction has begun, field inspections are performed to assure compliance.

Major Projects

San Francisco Sheriff's Facility

The Sheriff's department is under court order to upgrade the current jail facility for fire and life safety. Additionally, a new jail facility is under stages for construction. This new facility will include a clinic, housing, and work furlough programs.

San Francisco Mental Health Facility

Preliminary meetings are being conducted with members of the Bureau of Architecture, San Francisco General Hospital, architects, and engineers on the construction of this new site at 21st Street and Potrero Avenue.

Kaiser Permanente Hospital

A new north wing is being added which will double the size of the current facility. Additionally, Kaiser has acquired French Hospital. Preliminary meetings are being held to upgrade this facility as well.

San Francisco Youth Guidance Center

This facility is being upgraded in order to meet certain life safety requirements due to a recent lawsuit.

Residential Care Facilities

The Residential Care Facilities (RCF) inspector is also responsible for facilities that provide twenty-four (24) hour care and supervision. These include residential care facilities for the elderly which house ambulatory and non-ambulatory persons, certified family care homes, out placement facilities, halfway houses, work furlough homes, drug and/or alcohol rehabilitation facilities, homes for the mentally ill, and the developmentally handicapped.

Listed below are the types and number of facilities inspected by the Bureau of Fire Prevention's institutions and residential care facilities inspectors:

<u>Type of Facility</u>	<u>Number of those inspected</u>
Work Furlough	10
Jails	7
Hospitals	39
Residential Care Facilities	109
Alcohol/Drug Rehabilitation	41
Mentally Ill Homes	10

HIGH RISE INSPECTION PROGRAM

The State of California, through the State Fire Marshal, has mandated that all regulated high rise buildings (75 feet or more in height) be inspected annually. During fiscal year 1990-91, the Bureau of Fire Prevention's high rise inspection team inspected 482 buildings with a total of over 100 million square feet. These inspections generated \$473, 240.61 in billing fees.

As a result of these inspections, the Bureau reminds the owner or tenant that it is an asset for fire protection if the building is properly constructed and maintained. It is the concern of the Bureau that exiting be adequately maintained, fire protection systems (including suppression systems) be tested and certified yearly, and hazardous conditions caused by unsafe activities or storage of hazardous or flammable materials be abated immediately.

The State Fire Marshal has established new guidelines for the evacuation and relocation of handicap in all regulated buildings. The Bureau, through the high rise inspectors, is currently upgrading all high rise pre-fire plans to reflect the new guidelines. In addition, they are reviewing and approving all new pre-fire plans for all regulated buildings of two or more stories in height.

The high rise inspection program insures that all components of the life safety program are inspected and tested periodically and certifies that the systems are maintained and fully operational.

FIRE SUPPRESSION INSPECTION PROGRAMS

The Commercial Residential Inspection Safety Program (CRISP) is an inspection program performed by Fire Suppression personnel which targets business establishments and larger residential buildings. Excluded are buildings over 10,000 square feet ground floor area, those over 75 feet high, and one and two family dwellings.

This program permits first due companies to identify and eliminate hazards, prepare pre-fire plans, and identify and classify buildings for computer data storage and retrieval.

The Bureau of Fire Prevention stores the data and enforces code, ordinance and regulation compliance. A CRISP director serves as liaison, or intermediary, between the Suppression and Prevention personnel. A new CRISP program was introduced February, 1991 which established expanded inspection and enforcement responsibilities for field officers.

The following is a summary of CRISP totals for fiscal years 1986-91:

<u>YEAR</u>	<u>INSPECTIONS</u>	<u>VIOLATIONS</u>	<u>CORRECTIONS</u>	<u>PERCENT</u>
1986-1987	14, 804	507	318	63.0%
1987-1988	10, 351	440	238	54.0%
1988-1989	10, 030	459	250	53.0%
1989-1990	6, 880	312	231	73.7%
1990-1991	9, 264	409	290	71.0%

SCHOOL INSPECTION PROGRAM

There are 196 schools in San Francisco. This includes 124 public schools, 40 private schools, and 32 Catholic schools.

The responsibility of the Bureau of Fire Prevention is to make on-site fire safety inspections of school structures and premises, witness testing of fire alarm and sprinkler systems, and perform inspections relating to storage, handling, and dispensing of hazardous materials.

The school inspector also investigates complaints, recommends corrective action, reviews plans and specifications of proposed building alterations, confers with architects, engineers and contractors to insure that reasonable fire safety measure exits, and insures that all applicable Federal, State and local codes are met.

A monthly school inspection program has been implemented which requires middle and elementary schools to be inspected by fire companies conducting monthly fire drills. High schools are inspected during fire drills by Battalion Chiefs. The completed inspection reports are submitted to the Bureau of Fire Prevention.

The San Francisco Unified School District has formulated an approved five-year plan to correct deficiencies found throughout its system. These plans and approvals for corrections will be made throughout the year, and close contact and cooperation will be maintained by the inspector assigned to this program.

FIRE INSPECTOR TRAINING

Fire inspectors receive approximately 23 hours of recurrent proficiency training at Headquarters each month.

Additionally, district inspectors and specialists attend specialized course in codes and regulations, hazardous materials, hospital and institutional occupancies, public education programming, plan checking, and fireworks.

This fiscal year, all inspectors have taken the Fire Prevention 1A and 1B courses. In addition, some inspectors have taken the Fire Instructor 1A and 1B courses.

The Bureau's personnel participate in monthly meetings of the Fire Prevention Officer's section of the California Fire Chief's Association.

DEPUTY FIRE MARSHAL - SAN FRANCISCO INTERNATIONAL AIRPORT

The Airport Fire Prevention Staff conducts annual inspections of all structures located at the San Francisco International Airport. They ensure all fire suppression systems and equipment are installed and maintained in accordance with City, State, and Federal Codes. In addition to code enforcement, they are responsible for fire drills, fire extinguisher training, and earthquake safety training of airport personnel. Over 800 airport employees have received instruction this year.

The Airport is currently expanding its Hazardous Materials Program. An H-4 Inspector has been added to head up this program. Under this plan, Material Data Safety Sheets for all chemicals involving life or fire hazards will be maintained. In addition, the inspector will train employees on the hazards involved and the proper control measures.

The Airport Fire Marshal has recently completed the Airport Fire Prevention Plan as required by Cal/OSHA General Industry Orders Section 3221.

ASSISTANT FIRE MARSHAL - SAN FRANCISCO PORT COMMISSION

The Port of San Francisco is in the position of being a day closer to the Far East than Southern California and as the fourth largest metropolitan area in the United States, offers a market for three times more local and domestic cargo than the Pacific Northwest. While San Francisco has become a container port, it is still one of the most versatile ports on the West Coast, handling autos, newsprint, steel, passengers, liquids and dry bulk as well as commercial fishing and ship repair. Cruise ship activity has increased dramatically over the last ten years with eleven cruise lines now regularly calling at the City.

In addition to the above activities, the Port hosts a variety of diverse public assemblages such as Power Boat Racing, Fleet Week, Festa Italiana, and the Dickens Faire. The Port Fire Marshal is expected to help plan and monitor these activities in addition to approving plans, issuing permits and attending property management conferences. Inspection of new construction, as well as tenant improvements, occupies a considerable amount of time. These and other duties demand that one person assigned to the Port acquires a broad range of skills over and above those normally required of a journeyman Fire Inspector.

Current Major Projects and Activities

1. The planning phase for the Pier 45 improvement project is nearing completion and going out to bid. This 11.3 acre pier, with four 70,000 square foot buildings will provide modern fish handling facilities for the City. Over the last six years, commercial fishermen have landed an average of 20 million pounds annually at the Port.
2. The Bridge Housing Corporation, in conjunction with the San Francisco Redevelopment Agency, has started construction on a 108 unit family apartment project. Located at the corner of Townsend and the Embarcadero, this affordable housing complex will be a welcome addition to the waterfront.

The major details of the Port Fire Marshal's operations and activities are as follows:

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
Pier surveys, seawall lot and building inspections	232	235	230
Reinspections and resurveys	604	610	615
Total number of inspections and surveys	836	845	845
Total number of plans checked	425	450	455
Welding and permit inspections	157	150	155
Plan Review Meetings	420	425	418
Property Management Conferences	472	470	475

BUREAU OF FIRE INVESTIGATION

ARSON TASK FORCE

The Bureau of Fire Investigation is responsible for investigation of cause, origin, and circumstances of every fire occurring in the City and County of San Francisco to ascertain whether the fire was accidental or of criminal origin.

The determination of origin and cause provides the foundation for the development of the factual and legal theory that is the basis for the Police section of the Arson Task Force. A thorough investigation, interview, and interrogation develops the case to be presented to the Court by the Assistant District Attorney assigned to the Task Force.

The Bureau of Fire Investigation personnel are all sworn peace officers and are directly involved in the arrest of suspects. They participate in the pre-trial conferences and trials in Civil and Criminal Courts to prosecute violators of fire laws. The extensive and detailed information obtained from these investigations makes it possible to develop and enforce codes, standards, and provide help in design, inspection and suppression procedures to prevent or control fire.

During the 1990-91 fiscal year, the Arson Task Force was responsible for 43 adult felony arrests and 36 misdemeanor arrests and citations. Also, in cooperation with the Juvenile Court, there were 11 juvenile felony arrests and 3 juvenile misdemeanor arrests/citations. The San Francisco Arson Task Force still has the highest conviction rate for the Class I Arson crime. The national conviction rate for Arson is approximately 32% while the San Francisco Arson Task Force conviction rate remains at 95%.

All members - Investigators, Police Department Inspectors and the Assistant District Attorney - work diligently as a team. This team participates with federal, state and private organizations to provide extensive investigations using all resources available on an "as needed" basis. This cooperation along with Alcohol Tobacco and Firearms and the Federal Bureau of Investigation led to the arrest and extradition of a suspect who had fled to a foreign country and then returned to New York State, where he was apprehended by Federal Bureau Investigation agents.

The Bureau of Fire Investigation responded to 689 incidents.

Below is a comparison of the relevant Bureau of Fire Investigation Arson Task Force statistics for Fiscal Years 1989-90 and 1990-91:

	<u>1989-90</u>	<u>1990-91</u>	<u>% Change</u>
Accidental Fires	103	119	+ 15%
Incendiary Fires	221	209	- 5%
Vehicles	227	288	+ 27%
Attempt to Burn	9	18	+ 100%
Undetermined	20	33	+ 65%
False Alarms	20	22	+ 10%

ARSON EARLY WARNING SYSTEM

The primary purpose of the Arson Early Warning System (AEWS) is to reduce the number of arson fires caused by negligence and fraud.

The AEWS is highly dependent upon referrals by Chief Officers, Fire Prevention inspectors, Fire Suppression field units, other City officials and concerned citizens to alert attention to potential hazards.

The Arson Early Warning System is also responsible for doing background research for cases under investigation by the Arson Task Force. The work of the AEWS involves careful field inspection of target buildings with photographic evidence, and written reports about existing conditions when the referral is first received. Questioning of neighbors and extensive research into public records and insurance files develops a more refined picture of possible fraudulent intent or lack of responsible maintenance.

The Loma Prieta earthquake of October 1989 created a large workload for AEWS due to the extensive number of "red tagged" buildings in San Francisco. This vigilance continued through fiscal year 1990-91. Many of these buildings were allowed to remain in a highly vulnerable state, a state similar to the building being set up for an arson fire. With the cooperation of the Arson Early Warning System and other City Departments (City Planning, Building Inspection, Police Department, etc.) many of these conditions have been abated by the rehabilitation or demolition of these structures. As a result, there have been very few arson related incidents in any of the earthquake damaged structures. The increased cooperation of all City Departments with the Arson Early Warning System has resulted in a more effective program.

The continued vigilance by referral sources is still needed to direct the AEWS to structures that require investigation.

FIRE FATALITIES

There were fourteen (14) fire fatalities during Fiscal Year 1990-91. One of the fatalities was a suicide.

Fire fatalities for the past six years are as follows:

	<u>1985-86</u>	<u>1986-87</u>	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
<u>Total Fatalities</u>	22	14	13	10	15	14
<u>Occupancy</u>						
Apartments	6	1	6	5	7	1
Dwellings	7	11	2	1	6	7
Hotels	0	1	0	0	1	1
Other	9	1	5	4	1	5
<u>Age Group</u>						
Under 15	1	0	2	0	3	2
15 thru 64	15	5	7	7	5	8
Over 64	6	9	4	3	7	4
<u>Cause of Fire</u>						
Smoking Mat.	7	6	2	8	4	8
Heating-Cooking	2	0	1	0	4	0
Incendiary	1	0	3	1	1	2
Electrical	3	2	3	0	1	0
Other	9	6	4	1	5	4

* One Suicide

SUPPORT SERVICES ACTIVITIES

The Support Services program is responsible for the supervision of various Bureaus and projects such as:

1. Bureau of Communications
2. Bureau of Engineering and Water Supply
3. Bureau of Equipment
4. Capital Improvement Projects
5. Fireboat Program and Water Rescue Team
6. Clothing Department

The Division is also an active participant on various inter-departmental committees such as ISCOTT, Mission Bay Task Force, Presidio Task Force and the City's Water Reclamation Project. Support Services also has jurisdiction over Fire Department access and water supply for new developments as part of the building permit process.

On a routine basis, the Division prioritizes and processes repair and capital improvement requests for the Department's 55 facilities and forwards them to the Bureau of Building Repair which has the responsibility for maintenance and repairs.

Capital Improvement Programs

A. Auxiliary Water Supply System (A.W.S.S.) Bond Program (1986 Prop. A)

This \$46.2 million program provides for an integrated emergency firefighting water system for San Francisco's residential areas. When completed, the program will increase the number of cisterns, extend the high pressure water mains, add suction connections around the north and east perimeter of the City and various lakes and rebuild the pumps at Pumping Stations 1 and 2.

As of this date, approximately \$27 million of the \$46.2 million bond issue has been spent on improvements to the A.W.S.S. during Phase I. These improvements include: the 3rd Street high pressure line, 8 cisterns in the Bayview district, pipelines and hydrants along Clarendon Street, 7th Avenue and 26th Street, and conversion of the 0.5 million gallon tank at 44th Avenue and the installation of twenty motorized valves. Phase II will include completing the remaining motorized valves, installing bay suction connections, constructing the ECC, installing pipelines out Mission to Ocean and through West Portal, installing the Richmond and Sunset cisterns and finally completing the radio data control circuit for the motorized valves

B. Seismic Renovation Bond Program (1989 Prop. "A")

The 1989 Seismic Bond provided \$31.5 million for the Department to seismically strengthen 19 facilities or replace any of them if it is more economical. The Department has identified five or six facilities that may be rebuilt.

While the major focus of the program is to seismically upgrade the Department's facilities, the program also addresses asbestos, disability access, plumbing, electrical and mechanical upgrades.

Designs have been completed to seismically retrofit the Arson Task Force (A.T.F.) and Station 8 with construction starting for the A.T.F. in the Fall of 1991. The A.T.F. will be finished in the spring of 1992 at which time Station 8 will move into the A.T.F. and construction will start on Station 8.

Station 2 is scheduled to be completely rebuilt starting in the spring of 1992. At the same time, preliminary design work is continuing on Stations 24, 37, and 44.

C. Emergency Generator Project

Currently 23 Fire Stations have had emergency generators installed. Following the 1989 Loma Prieta Earthquake, the Department applied for F.E.M.A. funds to complete the generator project. While this project was given a Priority I approval, no funds have been allocated yet.

D. Apparatus Door Project

For the second year in a row, the City has been unable to fund this project. As soon as the City's fiscal condition improves, the Department will be looking to re-start this program.

E. Station Modifications for Male/Female Privacy Needs

This program is to provide separate bathroom and changing facilities in the Department's larger stations and also provide minor alterations in the single engine companies.

Designs have been completed for Stations 3,5,6, & 12 and they will be going to bid shortly. However, no funds have been provided in the current fiscal year and the program remains on hold for the remaining stations.

COMMUNICATIONS CENTER

This was a transition year for the Communications Center. Several new projects were started this last fiscal year. A new project manager was hired to obtain a new Computer Aided Dispatch System. The project manager also began work on the new California Fire Incident Reporting System (CFIRS). The radio system was examined and estimates were procured on the cost of a new radio system, as well as costs for partial improvements (new portable radios). Several corrections were made to improve poor reception and "dead spots" in our present system. The Bureau also attended several meetings and seminars given by the Bureau of Telecommunications to investigate our part in a City-wide radio system.

There was a slight decrease in total dispatches this last year, and this was indicated by fewer telephone calls, box alarms and greater alarms this fiscal year as indicated below.

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
<u>Incident Total</u>	58,178	59,712	57,497
By Telephone	48,828	49,387	47,838
Box Alarms	9,340	10,216	9,546

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
<u>Greater Alarms</u>			
Second Alarms	58	49	47
Third Alarms	21	13	11
Fourth Alarms	9	8	8
Fifth Alarms	4	2	2
Total Greater Alarms	92	72	68

BUREAU OF ENGINEERING AND WATER SUPPLY

During the past fiscal year, several notable accomplishments were realized by the Bureau of Water Supply. The Third Street extension, from Palou to Salinas, was completed. This added 25 additional High Pressure hydrants to the South East portion of San Francisco on a new 20 inch ductile iron main.

In addition to the new High Pressure Water main, the southeast area of the City was recipient of 8 new 75, 000 gallon reinforced concrete Cistern. These were tested and accepted by the San Francisco Fire Department in addition to the existing repaired Cistern at Fifth & Harrison Sts. (damaged during the Loma-Prieta Earthquake) which was also accepted.

Work on the addition to the facilities at the SFFD Pipeyard was completed during the FY 90-91 which included an electric hoist for the storage of the actuators for the motorized valves.

Our first motorized valve actuator installations were begun, and by the end of the year, one test location at Second and Brannan Sts. was up and running. The remaining sites were more than 50% completed. The pipeyard received a Compaq 386 computer to aid in the operation and maintenance of these new actuators.

There were two significant leaks in the system this year. Repairs to a leak found on Van Ness Avenue at Grove Street were made by SFFD personnel. An additional leak created by the removal of the Embarcadero Freeway was contracted out and paid for by Superstructures Inc., the contractor that caused the leak.

Work at the reservoir at Twin Peaks was begun. This included the landscape removal of brush so that the perimeter road could be utilized. Water services to the existing gatehouse was finally restored after three years by AWSS personnel, and work on the structure itself was begun by the Department of Public Works. The personnel of the AWSS installed a 6 inch suction connection into the East Bay, and imbedded an out-of-service multi-versal deck gun into 3 yards of concrete, to aid the Bureau of Equipment with annual pump test for Engine Companies.

During the drought, to aid in conservation of water, the AWSS personnel fabricated a low-pressure hydrant "on wheels" for the Division of Training. This allowed one company to draught water from the pit and other companies to "lead" off the hydrant and still recycle the water into the pit.

BUREAU OF EQUIPMENT

The Bureau of Equipment is staffed by one officer and eight firefighters. It is responsible for all scheduled and unscheduled maintenance. Scheduling of maintenance priorities, and the inspection of the Department's motorized apparatus is the responsibility of the Officer-In-Charge of the Bureau of Equipment. The Bureau of Equipment has a close working relationship with the Purchasing Department's Central Repair Shops.

The Bureau responds to all greater alarms and many special calls. Once at the scene of an incident they assist either by making emergency repairs, operating specialized equipment or by performing actual firefighting duties as requested by the incident commander.

The Bureau is responsible for the record keeping of vehicle operations, inventories of all equipment carried on Department apparatus including hose. All suppression equipment purchases and station janitorial maintenance supply purchases and inventories are maintained through the Bureau of Equipment.

The Bureau is responsible for all repairs to equipment whenever the central repair shops are closed or unable to give the Department the services required. The Bureau works closely with other City Agencies when requested. The Bureau does emergency repairs and assists in other ways when requested by said Departments. During the past year the Bureau assisted other departments on 14 different occasions.

The Bureau handled over 12,500 requests for materials, equipment, supplies, and repairs. They responded to 99 calls with the heavy wrecker.

The Bureau serviced or repaired over 2000 portable extinguishers last year. All of the Department's small power tools are serviced and maintained by the Bureau of Equipment.

The personnel of the Bureau are involved in many national, state and local fire service organizations, either as committee members or Department representatives. Some of the organizations they are involved with are N.A.F.E.R. (Northern Area Fire Equipment Research), Cal Fire Chiefs Mechanics Association, International Fire Chiefs Mechanics Association and the N.F.P.A. Aerial ladder advisory sub-committee. Through these associations the Department is able to gain valuable information. Because of the experience and specialization of its personnel, the Bureau, as the Department's representative on equipment, is often asked to provide input to these organizations.

The Bureau, in conjunction with the Department's Apparatus and Equipment Committee, is responsible for maintaining current specifications. They also evaluate equipment before recommending purchase for use by the SFFD. Equipment is evaluated, if found to be something the Department would benefit by it is then recommended for in-service use to the Chief of Department.

At present, the Department is outfitting for service four (4) new 3-D/Spartan 1500 gpm. Pumpers and is expecting delivery of two (2) Simon-LTI/Spartan, 106 ft. tractor drawn aerials, before the first of the year.

The Department's replacement aerials and pumpers are being addressed, but the remainder of the fleet remains neglected and in poor shape. At the present time, our fleet of autos, pickup trucks, and other miscellaneous vehicles is at an age that parts are either hard to find or not available at all. We are being forced to put in use, vehicles that should be turned-in for spare parts, or trading our broken down vehicles for other City Departments' turn-ins.

Our aerial testing program is on schedule. The preventive maintenance program is showing results. We have been operating at a 90% first line daily in-service record with our pumpers and a 60% rate without aerial trucks. This is over the last 6 month period. If this program continues to progress as hoped the Department will be benefitting from a better maintained fleet. A full evaluation of the program is still a few years away.

We have found that the Central Shops requires the following to better serve our needs: modern equipment in order to properly maintain the new apparatus being purchased, and more trained mechanics to be kept up-to-date with new technology as well as maintain the old equipment.

SAN FRANCISCO FIRE DEPARTMENT VEHICLES

In-service Engine Companies	41
Relief Engines (Authorized 15) Actual	15
In-service Aerial Companies	18
Relief Aerials	5
Heavy Rescue	2
Relief Rescue	1
Field Chiefs Vehicles	16
Relief Chiefs Vehicles	4
Miscellaneous Support Vehicles	31

BUREAU OF FIRE PREVENTION AND INVESTIGATION

Automobiles	30
Van	1

BUREAU OF ENGINEERING AND WATER SUPPLY

Vehicles (pickups, valve units, crane truck, % autos)	26
---	----

WATER RESCUE UNIT

The San Francisco Fire Department Water Rescue Unit consists of two teams. Team 1 is comprised of all divers and water rescue technicians stationed within the city limits of San Francisco. Team 2 is located at the San Francisco International Airport.

Team 1 is under the direct supervision of Captain John Rebholtz, Rescue Squad 2. Training and the development of improved water rescue techniques is under the direct supervision of Lieutenant Bob Fennell, Station 18, and Lieutenant Tilden Hansen, Station 34. Through their efforts, Companies located in Battalions 7 and 8 (Stations 18, 19, 23, 14, and 34) have been outfitted and trained to handle any water-related incident occurring in the coastal waters of San Francisco.

Typical Responses Include:

Automobiles into the waters of San Francisco Bay. Search and extrication of victims. Assisting tow companies in retrieving vehicles from water.

A number of successful search and rescue incidents along Ocean Beach and China Beach, involving both swimmers and surfers. These rescues involve the cooperative efforts of the Fire Department, Coast Guard and Park Rangers.

Boating accidents in Aquatic Park and the adjacent area. Incidents involving the search of submerged vessels and pier areas.

Shoreline rescues, especially in the area of Lands End. Stranded climbers are often trapped on the cliff-line or in the rocky shore-line below. Numerous serious or fatal accidents occur each year in these areas.

Undoubtedly, the majority of rescue incidents occur along Ocean Beach. Rip tides and unpredictable currents are a constant threat to experienced surfers as well as the inexperienced swimmer.

Team 2, under the direct supervision of Firefighter Jack McManus, responds to incidents in waters adjacent to the International Airport.

Dive drills are regularly scheduled. Many of these drills involve both teams and/or units from the Coast Guard and Golden Gate Park Service.

New projects and activities include:

- Received a request from the U.S. Coast Guard and Golden Gate National Park service to train with the Unit in Water Rescue and Lifesaving classes and drills, as well as train with the National Park services in rope and cliff rescue techniques with their top instructors.

- There are a total of 150 Firefighters who have passed the American Red Cross Advanced Lifesaving.
- Two new Water Rescue Jet Skis are on loan to the Department. Capt. Bob Jabs of Station 16 is conducting the training for the use of this equipment. Station 16 and Rescue 2 are being trained in the use of this equipment for bay and possible open water rescues when requested by the U.S. Coast Guard, National Park or 911.
- The Unit now has 3 new hand-held radios assigned to Surf Rescue 18, Cliff/Surf Rescue 1, (Station 34), and Station 16. With these radios, the Unit is able to establish contact with the U.S. Coast Guard, National Park Police and Rangers, and also Fire White.
- The Unit received the highest ratings, "Most advanced Fire Department Water Rescue Unit of the West Coast", by the U.S. Life Saving Association, in their most recent publication report.
- The Cliff and Water Rescue Units have had approximately 40 Water Rescue/Cliff rescue response calls in the past year, and approximately 25 off-duty water rescues have been made by passed up SFFD Water Rescue members.
- In the Spring of 1992, a new advanced SCUBA Recertification Black Mask Training and Surface Rescue Training class will be given to SCUBA Team Members of Rescue 1 and Rescue 2. This advanced 10 day course will be instructed by FF Ron Lewin, Capt. Tom Ryan, FF Gary Tishma, and Lt. Bob Fennell - Director of Water Rescue.
- In the Winter of 1991, Lt. Fennell - SFFD, Scott Tye - President of the U.S. Life Saving, Northwest, and Mike Martin - U.S. Coast Guard, started an inner agency program of all Water Rescue Organizations throughout the Bay Area and Sonoma. The purpose of this program was to exchange ideas relating to Water Rescues such as types of training, and the future possibilities of inner-agency Water Rescue training. There were over 40 people attending each of the first two meetings at the U.S. Coast Guard, Station Golden Gate. This new program will be called Bay Area Water Rescue Network, and be an on-going program to exchange ideas relating to Water Rescues.
- The Unit is in the process of completing an aerial photo map of the total Lands End area of San Francisco. This map is being completed by FF Mark Evanoff, Station 34, who is also a committee member. This map will be given to the U.S. Coast Guard, the National Park service, our radio dispatcher, and the Federal Park dispatcher. The map shows the names of all dangerous cliff and coastal areas. Lt. Russ Albano, a Committee member from Station 34 - Cliff/Surf Rescue 1, is completing a photo slide training program that will show all the danger areas as well as all the Department's rescue tools/equipment and their proper use. The unit has also

completed a laminated breakdown sheet for officers and incident Commanders to show how to handle an ongoing surf rescue. All of this material will be integrated into the continuing Water Rescue Training Program. This information will also be shared with the U.S. Coast Guard, National Park Rangers and Police, and the SFFD Radio Dispatchers.

CLOTHING DEPOT

Firefighters clothing needs, both station uniforms and protective clothing, are managed through this Division, at the Clothing Depot.

The world of protective clothing has changed significantly in recent years, along with the uniform needs of a changing Department. This has never been more apparent than during the past year.

Safety-driven concerns and standards direct our purchasing requirements and are incorporated into the clothing specifications. Compliance with NFPA Standards and CAL-OSHA requirements are being prescribed in every specification that is written. However, it is no longer enough just to say our uniforms meet the standards as there are many other details that are now being addressed. Through education and research as to what we need and how to order what will meet those needs, we are heading in the right direction. This new world of clothing however, will require some dramatic adjustments in the year ahead. Today, the minimum cost of outfitting a new firefighter is nearly \$1,500.

Administering the uniform department has become an increasing challenge. The Clothing Committee, comprised of the Clothing Supervisor, Captains, Lieutenants, and Firefighters in the Department, meet monthly to address various issues regarding uniforms. The Department must cope with the array of new clothing standards that are changing constantly and interpret those standards into realistic bid specifications, while remaining within a confining budget.

During 1992, we will meet this challenge along with our goals to develop an automated inventory management system, streamline our procedures for issuing clothing, and research the feasibility of purchasing protective clothing on a contractual basis. The process of evaluating viable options in protective clothing that will reduce stress and fatigue and increase comfort while providing adequate protection within budgetary constraints will continue.

DIVISION OF TRAINING

The Age of Information has not overlooked firefighters, particularly when it comes to training. In this one year, the Division of Training has conducted the equivalent of 4 years worth of training - or approximately 25,000 instruction hours to more than 7,000 firefighters. Today's firefighter needs to know considerably more than simply how to fight fires.

As job responsibilities expand, so also does the training. The complete firefighter curriculum includes such varied topics as: Human Relations, Peer Mediation, Defibrillation, Instructor Training Courses, Emergency Child Birth, Management and Computer Technology.

It is the responsibility of the Division of Training to schedule and coordinate all training. This information is given to firefighters through the Recruit Training, In-service Training, and Fire Auxiliary Reserve Training.

In order to manage all the new data required of training, computerized training information management systems are being developed, including methods of tracking, scheduling, and recording both company and individual histories.

This past year, in addition to Recruit Training and In-service Training, the Division of Training offered courses in Chief's Aide training in preparation for the Chief's Aide promotional exam. State certified Instructor 1A and 1B classes were conducted at the Division of Training enabling our officers to be more proficient in drills and training procedures.

A variety of live demonstrations were hosted by the Division of Training during the year. Those demonstrations covered a wide spectrum of activities such as power extrication tools, heat sensor devices, positive displacement fans, hi-rise escape devices, and dogs trained to sniff out flammables for arson investigators.

However, the main focus at Training during the past year has been recruit training. The Department has hired 77 new firefighters. The duration of the course for new recruits is 14 weeks. Upon completion of the course, each is certified as Firefighter 1 and Emergency Medical Technician (EMT). The training staff also certifies these probationary members in Driver Training, Aerial and Tiller Operation, and Pump Operation.

The Division of Training continues working with the Examination Unit in creating pretraining programs for candidates eligible to enter the San Francisco Fire Department.

A statistical breakdown of the number of recruits trained and graduated during the fiscal year ending June 30, 1991 show the following:

WHITE MALE	28
WHITE FEMALE	6
BLACK MALE	10
BLACK FEMALE	1
HISPANIC MALE	14
HISPANIC FEMALE	1
ASIAN MALE	15
ASIAN FEMALE	1
FILIPINO MALE	1
FILIPINO FEMALE	0
OTHER ORIGINS	0
TOTAL GRADUATES	77

IN-SERVICE ACTIVITIES

Fiscal Year 1990-91

Evolution/Course	Members	Training Hours
Battalion Chief's W/E Drills	911	1449
Civil Service Human Rela. Course	106	2067
University of S. F. Management Training	58	2224
Peer Mediation Training	17	952
Defibrillation Training	2117	5690
Instructor 1A/1B State FM Course	102	1632
BART/Trans Bay Tube Drill	182	367
MUNI/METRO drill	90	487
Hi-Angle Rope Rescue Course	24	864
Incident Command Course	288	708
ICS Safety Officer Course	27	480
High Rise Bldg Orientation	730	1466
Wildland Fire Safety Course	60	182
Wildland Strike Ldr Course	56	168
OES Apparatus Orientation	50	100
Basic SCUBA (NAUI Cert)	26	780
Surf Rescue Drill	113	752
50' Ext. Ladder Drill	112	153
CRISP Insp Program Orientation	57	78
Valve Unit Drill	231	354
CO2 Unit Drill	7	14
"JAWS OF LIFE" Extrication Drill	236	708
Portable Water System (5" Hose)	438	1212
Hearing Conservation Course	759	952
Injury/Illness Prevention Program	320	320
PG&E High Voltage Safety Demo/Class	42	80
Asbestos Contamination Awareness	154	308
TOTALS:	7313	24, 854
	Members	Hours

Special Functions and Activities

Fire Reserve Drills (48) during FY 90-91
Physical Fitness Training for Firefighter Candidates
Hosted Earthquake Preparedness Committee Meeting
Hosted Women Firefighter Support Group
Hosted Fire Investigation Computer Seminar
Hosted SFPD SWAT Team Training
SFPD Utilized Drill Tower for Special Operations
Hosted Illness/Injury Prevention Meeting
Hosted UCSF Paramedic Training Sessions
Hosted SFFD Chief's Association Meeting
Hosted Cogswell College Orientation to OLFS Program
Pre-test Orientation
Health Check Program Management
CDL Renewal Program (Command/A, B, C, C-Restricted)
Video Assisted Training Program
Training Information Management

FIRE AUXILIARY RESERVE

1990-91

The San Francisco Fire Reserve is a functional area of the Division of Training and is under the jurisdiction of the Captain of In-Service Training.

The organizational structure includes a Commander, two Deputy Commanders (operations and administration), two reserve Captains and four reserve Lieutenants. Average active membership for fiscal year 1990-91 was 40. An average of fifty percent of the membership are Emergency Medical Technicians and an additional twenty percent are Paramedics. Several members are active firefighters of other jurisdictions.

During fiscal year 1990-91, members of the Reserve assisted the Fire Department at a combined total of twenty-four 3rd, 4th and 5th alarms.

Reserve members attend over 49 weekly training exercises and specialized drills for a combined total of approximately 3900 hours of training. In addition to training exercises in basic fire suppression skills, tactics, and strategies, special emphasis again was placed on earthquake preparedness. Familiarization with the high pressure water system, the deployment and use of the 5" portable water main and hydrant system, drafting of an alternate water supply from cisterns, lakes and the Bay were also practiced.

The Fire Reserve continues to be active in community service and has performed over 200 hours in various functions for the community.

The Fire Reserve is still active in a Ride-a-Long program with the Department. This program allows the reserve members to experience first hand what is required of a firefighter when responding to an incident and observe the daily routine of a fire station.

The Fire Reserves usually have two to three classes of new reserves per year, but has not accepted new members since January of 1991 due to budget constraints.

During 1991, three Reserve members joined the San Francisco Fire Department and two additional members joined other fire departments.

HEALTH AND PHYSICAL FITNESS PROGRAM

Since the January 1989 opening of the San Francisco Fire Department Fitness Center, there continues to be a steady increased usage of the Fitness Center facilities by officers, firefighters and candidates. In fiscal year 1990-91, approximately 400 individuals per month utilized the Center.

The Pre-recruit Training Program is an on-going fitness program for those individuals interested in becoming firefighters. In September of 1991, the Department's three month weight training program was offered to those who were eligible to take the 1991 Physical Abilities Test (PAT). All the candidates were given the opportunity to practice the various events that would be on the P.A.T. Fifteen women and twenty-one men took advantage of the weight training program.

Statistics:

Sixteen (16) women took the P.A.T.

Eleven (11) women passed the P.A.T.

Eight (8) of eleven (11) women were enrolled in the San Francisco Fire Department weight training program.

All of the twenty-nine (29) men in the San Francisco Fire Department weight training program passed the P.A.T.

EARTHQUAKE TASK FORCE

During this fiscal year, the Earthquake Task Force completed the three major goals developed as a result of the Loma Prieta Earthquake of October 17, 1989.

1. All recoverable expenses incurred by our Department as a result of the earthquake of '89 have been re-imbursed.
2. The earthquake documentation was completed and a final report was issued to the Fire Commission.
3. The plan for future response to earthquake is contained in the revised Disaster Plan (SFFD Manual).

The Task Force coordinated and supervised trainings in:

1. Earthquake and Fire Hazards in High Rise buildings (NFA).
2. Rescue Systems (SFM)
3. Urban Search & Rescue Awareness (NIOSR)
4. Neighborhood Emergency Repsonse Team Training (SFFD)

The Task Force led or participated in the following committees:

- * Emergency Response Committee of the Disaster Council (CCSF)
- * Neighborhood Earthquake Preparedness Advisory Committee of the Disaster Council (CCSF)
- * Emergency Command Center Planning Committee (CCSF)
- * Earthquake Preparedness Committee (SFFD)
- * Professionalism Committee (SFFD)
- * Hazard Mitigation Grant Committee (CCSF)

At the close of this fiscal year, the Earthquake Task Force will disband with tasks and responsibilities assigned to suppression field personnel.



SAN FRANCISCO FIRE DEPARTMENT

DOCUMENTS DEPT.

DEC 16 1993

SAN FRANCISCO
PUBLIC LIBRARY

ANNUAL REPORT 1991-92

COURTESY OF SAN
FRANCISCO FIRE DEPARTMENT

JOSEPH A. MEDINA
CHIEF OF DEPARTMENT



125TH ANNIVERSARY 1856-1991

CITY AND COUNTY OF SAN FRANCISCO
SAN FRANCISCO FIRE DEPARTMENT

JOSEPH A. MEDINA, *Chief of Department*

JAMES P. OLSON, *Deputy Chief...Operations*

HOWARD L. SLATER, *Deputy Chief...Administration*



260 GOLDEN GATE AVENUE

SAN FRANCISCO, CALIFORNIA, 94102

(415) 861-8000, EXTENSION 281

February 12, 1993

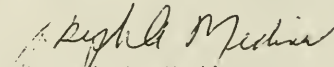
Honorable President and
Members of the Fire Commission

Dear Commissioners:

In accordance with Charter Section 3501, I respectfully submit the San Francisco Fire Department's Annual Report for 1991-1992 to you and to the citizens of San Francisco.

This Annual Report is a detailed description of the functions and services the Fire Department provides to the City and County of San Francisco.

Respectfully submitted,


Joseph A. Medina
Chief of Department

JAM:ff

Chief's Message

The year 1991 marks the 125th anniversary of the organization of the paid San Francisco Fire Department. The Department began as a collection of individual volunteer fire brigades during the gold rush period in the late 1840's. As the growth of a modern city evolved, the leaders of the community foresaw the need of a professional fire department. On December 3, 1886, after 17 years of the volunteer era, the San Francisco Fire Department was established as a paid fire department. It was with great pride, professionalism and dedication that firefighters worked to protect the lives and property of the citizens of the City and County of San Francisco. Though times have changed and the City has grown into one of the largest metropolitan areas of the nation, the San Francisco Fire Department continues to hand down its legacy from generation to generation of firefighters.

The 1991-92 Annual Report contains a detailed description of the functions and services the San Francisco Fire Department provides to the 1,500,000 people who are present in our City throughout each day. This fiscal year marks accomplishment, growth and history within the Department, and this report is reflective of the unending dedication to providing a modern and progressive fire service for the community it serves.

The number of department responses to emergencies rose slightly during the year as well as the number of false alarms. For the 15th year in a row, the Division of Airports received the Aviation Safety Institute Award for its safety and emergency preparedness efforts. The Water/Cliff Rescue Team made great strides in its training program reaching the minimum levels as accepted by National Standard as well as promoting multi-agency cooperations in the areas of training and actual incident command. A computer-enhanced map has been created detailing the different target areas, access routes and other pertinent information from Ocean Beach to the Golden Gate Bridge. This last fiscal year, the Department purchased four new engines and two new aerial trucks as the Department continues its replacement program.

The Department's fire stations are in much need of renovation. The Federal Court of the Northern District of California ordered the remodeling of facilities to accommodate the needs of women firefighters. In addition, seismic strengthening projects are needed to reinforce some of the City's most vulnerable structures and to ensure that the Fire Department remains viable in post-earthquake situations. Other

projects including plumbing and electrical upgrades, roof replacements, painting, and driveway and foundation repairs are necessary to maintain the operational integrity of facilities and prevent further costly damage to building structures. To fund this work, a bond measure of \$40,800,00 will be placed on the ballot in November, 1992. This measure will provide for the proposed facility modifications and includes funds for engineering and architectural design, project management and construction oversight.

The Department worked towards completing revisions to its internal complaint process and procedures for harassment and discrimination charges. With these revisions, training was provided to members of the Department to provide an update on all process changes, Federal and State laws, and investigative interviewing techniques.

Fiscal year 1991-92 marks the fifth year of successful departmental implementation of the Consent Decree goals. The Department has continued to attract many candidates for the position of firefighter. An examination for this position was administered in April of 1992. The Department established a recruitment unit consisting of uniform members working to target recruitment to gain a greater representation of minority and women candidates. The Recruitment Team worked many hours hosting orientation sessions, canvassing communities, setting up booths at community and cultural events, and making many telephone calls to keep candidates up to date on upcoming events. As a result of their efforts, the total number of participants for this examination was 4,432, with 2611 or 59.4% consisting of minorities (Afro-American, Hispanic, Asian) and 1,516 consisting of women. The eligible list that is established from this examination will be used to hire firefighters during the next fiscal year. Since the Consent Decree was signed, promising advances for minorities and women have been made. Today 28 Afro-Americans, 31 Hispanics and 12 Asians hold positions in the rank of Lieutenant and above.

Members of the Fire Department are grateful to the Mayor, Fire Commission, Board of Supervisors, other public officials and the people of this city for providing the support that allows the men and women of the San Francisco Fire Department to continue to deliver the finest in life safety and fire protection services.



Mayor Frank Jordan

Administration



Chief of Department - Joseph A. Medina

Fire Commission



**Left to Right - Commissioner Charles D. Morrow, Commissioner Thomas T. Ng,
President John A. Ertola, Vice President Laurence D. Griffin, Commissioner
Norma Molinar.**

Administration



James P. Olson, Deputy Chief . . . Operations



Howard L. Slater, Deputy Chief . . . Administration



Joseph A. Medina
CHIEF OF DEPARTMENT

San Francisco Fire Department
Annual Report 1991-92

TABLE OF CONTENTS

Letter of Transmittal	
Message from Chief of Department	

ADMINISTRATION

Headquarters Personnel	1
Fiscal	4
Personnel	3
Personnel budget	6
Separations from Service (Uniformed Force)	8
Appointments	11
Separations from Service (Civilian)	15
Appointments	17
Disciplinary Action	18A
Bureau of Personnel	19
Management Services	22
Complaint Process	23
Recruitment/Retention	23
Training	24
Investigative Services Bureau	25
Vehicle Accidents	27
Disability Injuries	30
Meritorious Commendations	34
Toy Program	35
F.L.A.M.E.	36
Pioneer Memorial Museum	37
St. Francis Hook and Ladder Society	37
Stress Program	38
Department Physician	39

SUPPRESSION

Firefighting and Rescue	42
Fire Department Response	42
Division of Airports	48
Hazardous Materials	50
High-Rise Training Program	51
Rapid Transit Committee	52
Water Cliff Rescue Team	53
Mutual Aid	54

TABLE OF CONTENTS

(Continued)

PREVENTION

Bureau of Fire Prevention Activities	55
Code Development	56
Plan Checking	56
Accelerated Code Enforcement	57
Institutions and Residential Care Facilities	58
High-Rise Inspection Program	59
Fire Suppression Inspection Program	60
School Inspection Program	61
Health and Safety Services	62
Fire Inspector Training	62
Public Education	63
Airport Fire Marshal	64
Port Fire Marshal	65

INVESTIGATION

Bureau of Fire Investigation/Arson Task Force	66
Arson Early Warning System	68
Fire Fatality Summary	69

SUPPORT

Support Services Activities	70
Capital Improvement Programs	70
Communications Center	72
Bureau of Engineering and Water Supply	73
Bureau of Equipment	74
Clothing Depot	76

TRAINING

Division of Training	77
In-Service Activities	78
Health and Physical Fitness Program	79

EARTHQUAKE TASK FORCE

Activities	80
------------------	----

The San Francisco Fire Department Annual Report is compiled by the Division of Management Services, and reproduced by the Reproduction Unit at S.F. City Hall.

Photographs are provided by Michael Mustacchi & Associates.

ADMINISTRATION



SAN FRANCISCO FIRE DEPARTMENT
HEADQUARTERS
260 Golden Gate Avenue
San Francisco, CA 94102

FIRE COMMISSION

James D. Jefferson	- President (Resigned 12-27-91)	
John A. Ertola	- President (Appointed 02-21-92)	
Frank A. Quinn	- Vice President (Replaced 02-21-92)	
Annemarie Conroy	- Vice President (Appointed 02-21-92 Resigned 04-05-92)	
Henry E. Berman	- Commissioner (Replaced 02-21-92)	
Charles D. Morrow	- Commissioner (Appointed 02-21-92)	
Sharon L. Bretz	- Commissioner (Replaced 02-21-92)	
Thomas T. Ng	- Commissioner (Appointed 02-21-92)	
Ted N. Soulis	- Commissioner (Replaced 02-21-92)	
Laurence D. Griffin	- Commissioner (Appointed 02-21-92 Vice-Pres. 04-14-92)	
Norma M. Molinar	- Commissioner (Appointed 04-14-92)	
Raymond G. Connors	- Fire Commission Secretary	Room 204

ADMINISTRATION

Chief of Department		
Frederick F. Postel		Room 225
Deputy Chief of Department		
Michael T. Farrell		Room 225
Assistant Deputy Chief		
John F. Boscacci		Room 209
Division of Fire Prevention and Investigation		
Joseph A. Medina - Fire Marshal		Room 327
Division of Support Services		
James R. Lynch - Division Chief		Room 210
Frank Scales, Jr. - Assistant Deputy Chief II (Assigned 08-01-91)		
Division of Management Services		
Robert L. Demmons - T/Assistant Chief (Assigned 07-01-91)		Room 312

ADMINISTRATION
SFFD Annual Report 1991-92

Personnel Center		
Frank J. Dunphy - Battalion Chief (Retired 11-23-91)		Room 314
Richard J. Seyler - Battalion Chief (Assigned 11-23-91)		
Bureau of Engineering and Water Supply		
Andrew K. Nielsen - Superintendent (Retired 03-28-92)		Room 219
Fire Department Physician		
Deborah J. Owen, M.D.		Room 307
Division 1 - Suppression		
William M. Shaughnessy	- Division Commander	Station 13
Division 2		
Edward E. Murphy	- Division Commander (Retired 07-22-91)	Station 5
Gary L. Musante	(Assigned 01-02-92)	
Division 3		
Richard E. Condon	- Division Commander	Station 7
Division of Airports		
James P. Olson	- Division Chief	S.F. Internat'l Airport
Bureau of Training		
Alberto B. DaCunha	- T/Assistant Chief	2310 Folsom Street
Bureau of Equipment		
Gilbert A. Moreno	- Special Services Officer	2501 - 25th Street
Bureau of Communications		
Gary J. Torres	- Battalion Chief	1003 Turk Street
Bureau of Investigative Services		
Bernie Lee	- T/Captain	260 Golden Gate Avenue

FIRE DEPARTMENT CHAPLAINS

Catholic Chaplain

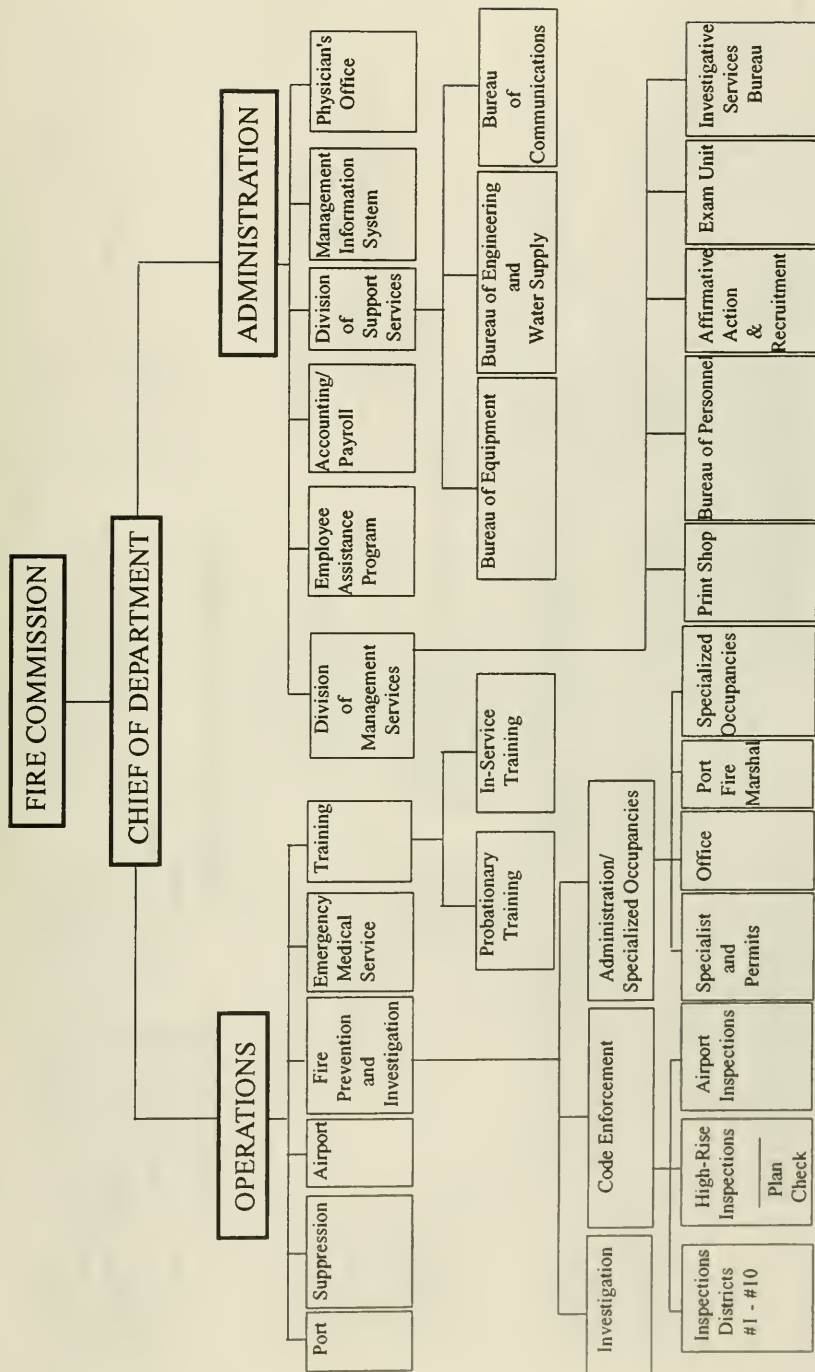
Father John Greene	- St. Michael's Church
Father John Wester	- Mission Dolores

Jewish Chaplain

Rabbi Martin Weiner	- Temple Sherith Israel
---------------------	-------------------------

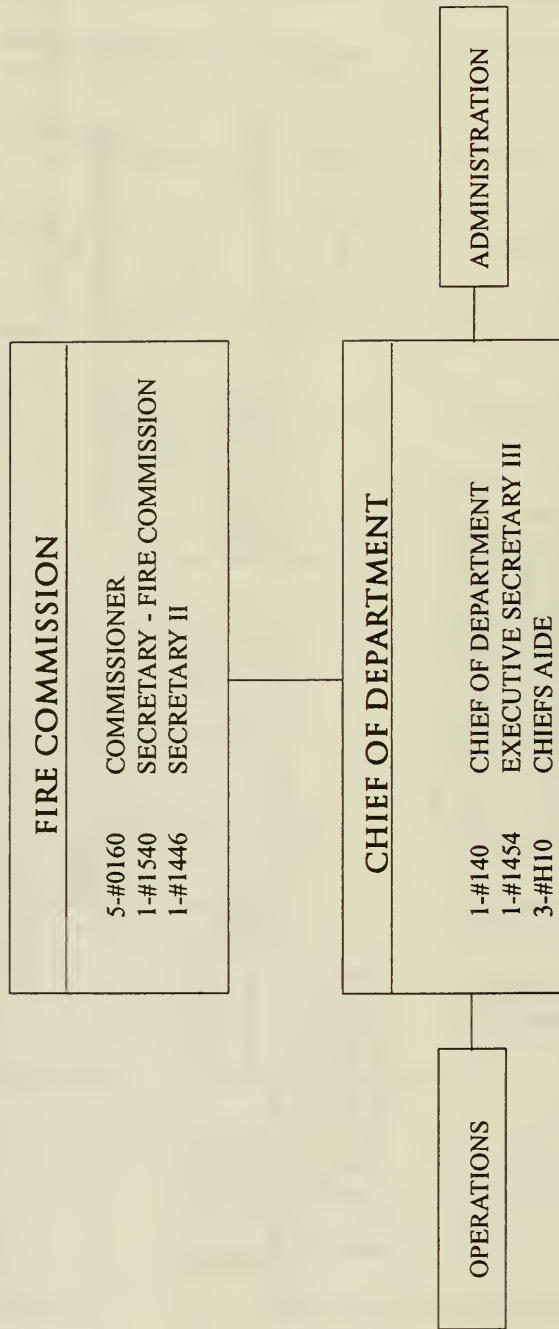
Protestant Chaplain

Reverend James McCray, Jr.	- Jones Memorial United Methodist Church
----------------------------	--

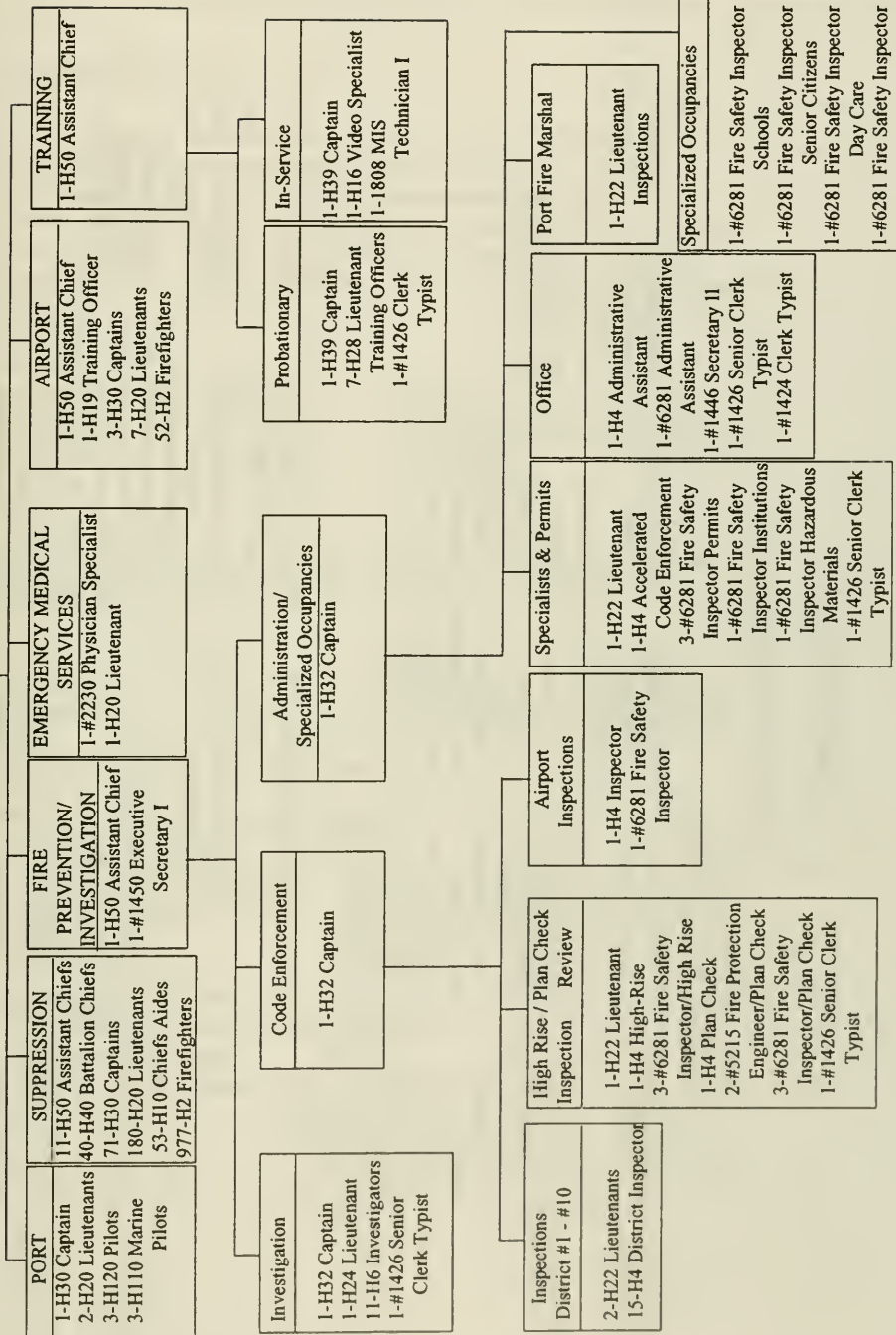


SAN FRANCISCO

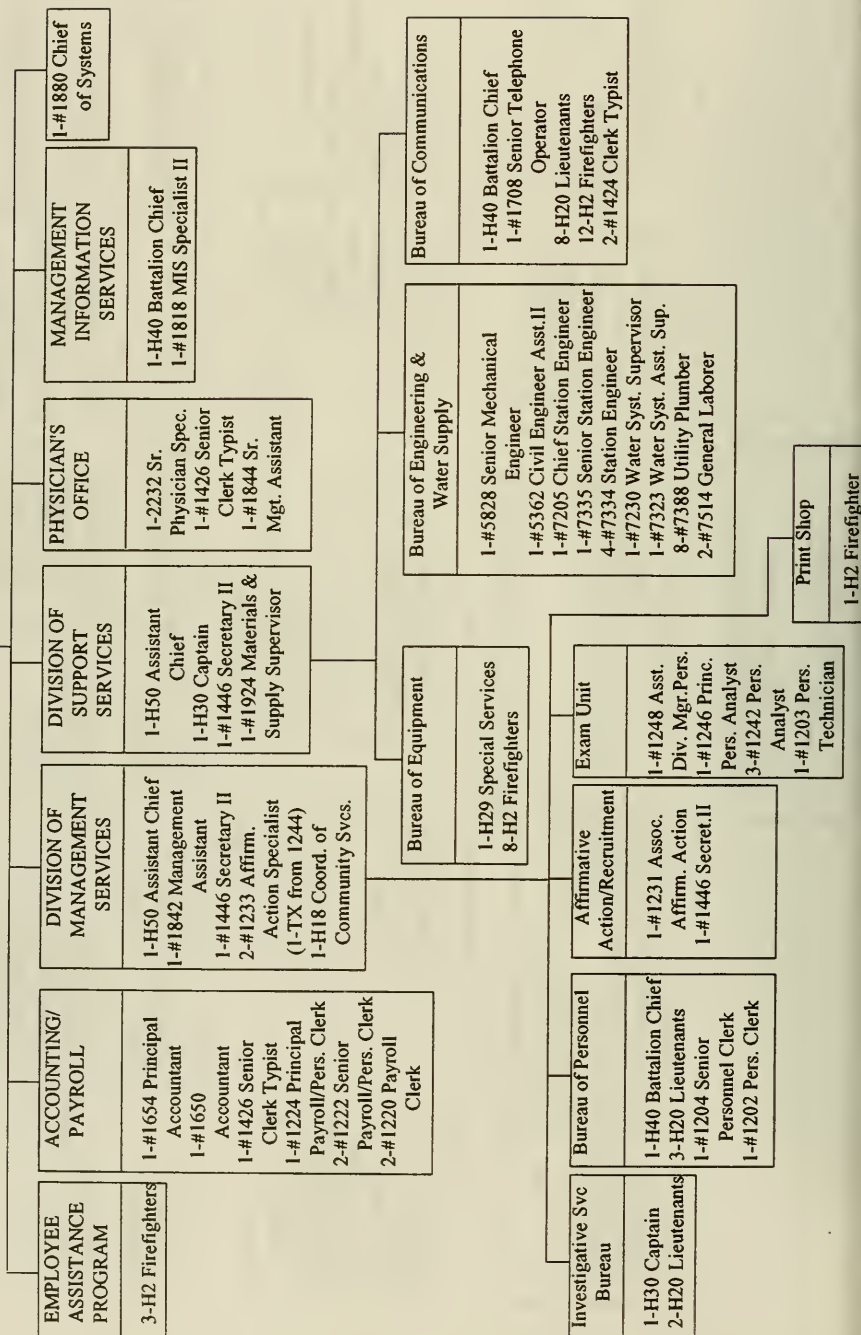
FIRE DEPARTMENT



OPERATIONS	
1-150 DEPUTY CHIEF	
1- 1450 Executive Secretary I	



ADMINISTRATION	
1-H145 ASSISTANT DEPUTY CHIEF	



FISCAL

BUDGET - PERSONNEL COST

Rates of compensation for uniformed members of the Fire Department are established in accord with procedures set forth in Charter Section 8.405. These procedures include an annual survey of the rates of compensation paid police officers/firefighters employed in cities in California with a population of 350,000 or more. The Civil Service Commission conducts the survey, and the rates they certify to the Board of Supervisors are the average of maximum rates paid to police officers/firefighters in the surveyed cities.

Personnel Costs

	<u>1990-1991</u>	<u>1991-1992</u>	<u>Increase</u>
Revised Budget	\$78,783,691	\$80,648,043	\$1,864,652
Actual Expended	\$78,562,691	\$78,370,539	[\$ 192,152]

Budget - Data

During 1991-1992, budget allowances and expenditures compared to 1990-1991 for the Fire Department were as follows:

	<u>1990-91</u>	<u>1991-92</u>	<u>Increase</u>
Revised Budget	\$158,916,299	\$155,050,014	[\$ 3,886,285]
Actual Expended	\$158,551,964	\$145,572,335	[\$12,979,629]

Expenditure categories and percentages are as follows:

Personnel Services and Fringe Benefits	\$133,033,972	91.37%
Professional Services	1,021,701	0.70%
Other Contractual Services	235,149	0.16%
Travel/Training	92,988	0.06%
Telephone	256,766	0.18%
Other Services	124,493	0.09%
Materials and Supplies	927,305	0.64%
Fixed Charges (meritorious awards, dues)	47,272	0.03%
Equipment Purchases	1,636,221	1.12%
Services of Other Departments	8,226,448	5.65%
TOTAL	\$145,572,335	100.00%

ADMINISTRATION
SFFD Annual Report 1991-92

Recapitulation of Budget Allowances and Expenditures.			Under/(Over)
Description	Budget	Expended	Expended
Personnel Salary and Wages			
Permanent Salaries - Misc.	\$2,822,886	\$2,514,829	\$368,057
Permanent Salaries - Uniform	67,689,497	66,457,563	1,231,934
Permanent Salaries - Craft	916,481	882,678	33,803
Differential Pay	822,660	820,085	2,575
Temporary Salaries	333,465	270,182	63,283
Overtime	27,920	52,720	(24,800)
Holiday Pay	5,149,864	4,550,654	599,210
Extended Work Week			
Extended Work Week - City	6,101,809	5,908,014	193,795
Extended Work Week - AP & Port	1,025,508	691,314	334,194
Mandatory Fringe Benefits	56,706,546	50,220,978	6,485,568
Payment of in lieu of Sick Leave	836,723	643,955	201,768
(Note 1)			
Sub-total	142,493,359	133,003,972	9,489,387
Professional Services			
Professional Services	1,172,942	1,021,701	151,241
Other Contractual Services	217,785	235,149	(17,364)
Travel/Training	48,984	92,988	(44,004)
Telephone	242,460	256,766	(14,306)
Other Services	148,638	124,493	24,145
Materials and Supplies	927,305	927,305	0
Fixed Charges (meritorious awards, dues)	47,292	47,292	0
Equipment Purchases/Leases	1,636,221	1,636,221	0
Services of Other Departments:			
City Attorney	0	53,000	(53,000)
Police	25,915	25,914	1
Health Dept. -			
SFGH/HazMat/EAP/Coroner's	72,510	119,019	(46,509)
Electricity	82,823	82,823	0
Central Shops	2,290,512	2,285,896	4,616
Civil Service - Exams/Training	507,101	407,551	99,550
Water Department	14,464	14,464	0
DPW - Street Cleaning	1,232	1,232	0
DPW - Street Repair	14,000	25,331	(11,331)
DPW - Sewer Service Charges	48,506	64,977	(16,471)
DPW - Building Repair	44,221	58,149	(13,928)
Light, Heat, and Power	349,190	321,434	27,756
Toxic Waste & Hazardous Materials	37,253	37,252	1
Worker's Compensation	4,542,239	4,625,173	(82,934)
Controller - ISD	13,482	25,616	(12,134)
CAO - Insurance and Risk Reduction	15,000	12,085	2,915
Reproduction Bureau/Mailing	56,580	66,532	(9,952)
T O T A L	\$155,050,014	\$145,572,335	\$9,477,679

NOTE 1: In lieu of sick pay includes retro pay of \$207,362.

ADMINISTRATION
SFFD Annual Report 1991-92

Department Revenues

Estimated revenues and amounts collected during 1991-1992 were as follows:

Amount	Description	Estimated	Collected
7167	Original Filing Fee	\$	\$87,253
7168	Fire Plan Checking	441,426	781,384
7169	Fire Inspection Fees	222,000	226,649
7170	High Rise Fire Inspection Fee	416,316	472,272
7171	SFFD Tax Coll Renewal Fee	293,290	411,152
7172	SFFD Original Filing - Posting Fee	26,000	54,969
7192	Roof Damage Cover Rental	1,674	609
	Misc. Service Charges/Other Public Safety Charges	73,568	64,069
	TOTAL	\$1,474,274	\$2,098,357

SAN FRANCISCO FIRE DEPARTMENT
AUTHORIZED PERSONNEL BUDGET - 1991 - 1992

NON-UNIFORMED PERSONNEL

CONSENT DECREE:	1	1203 Personnel Technician
	1	1233 Affirmative Action Specialist
	1	1231 Assoc. Affirm. Action Officer
	1	1244 Sr. Personnel Analyst
	3	1242 Personnel Analyst
	1	1246 Princ. Personnel Analyst
	1	1248 Asst. Div. Mgr., Personnel
	1	1446 Secretary II
	1	1808 MIS Technician I
PREVENTION:	1	1424 Clerk Typist
	3	1426 Sr. Clerk Typist
	1	1446 Secretary II
	1	1450 Executive Secretary I
	2	5215 Fire Protection Engineer
	18	6281 Fire Safety Inspector II*
INVESTIGATION:	1	1426 Sr. Clerk Typist
SUPPORT SERVICES:	1	1446 Secretary II
	1	1924 Materials & Supplies Supv.
	1	5258 Sr. Mechanical Engineer
	1	5362 Civil Engineer Asst. II
	1	7205 Chief Stationary Engineer
	1	7230 Water System Supv.
	1	7323 Water System Asst. Supv.
	4	7334 Stationary Engineer
	1	7335 Sr. Stationary Engineer
	8	7338 Utility Plumber
	1	A712 Hydrant Service Person
	2	7514 General Laborer
ADMINISTRATION:	5	0160 Member, Fire Commission
	1	1202 Personnel Clerk
	1	1204 Sr. Personnel Clerk
	2	1220 Payroll Clerk
	2	1222 Sr. Payroll & Personnel Clerk
	1	1224 Princ. Payroll & Pers. Clerk
	2	1424 Clerk Typist
	2	1426 Sr. Clerk Typist
	2	1446 Secretary II

ADMINISTRATION
SFFD Annual Report 1991-92

1	1450 Executive Secretary I
1	1454 Executive Secretary III
1	1540 Secretary, Fire Commission
1	1650 Accountant
1	1654 Principal Accountant
1	1708 Sr. Telephone Operator
1	1818 MIS Specialist II
1	1842 Management Assistant
1	1844 Sr. Management Assistant
1	1880 Chief of Systems
1	2230 Physician Specialist (P/T)
1	2232 Sr. Physician Specialist

TRAINING:	1	1426 Sr. Clerk Typist
-----------	---	-----------------------

Total Non-Uniformed Personnel	92
-------------------------------	----

Total Uniformed Personnel	<u>1511</u>
---------------------------	-------------

TOTAL Department Personnel	<u><u>1603</u></u>
----------------------------	--------------------

* One 6281 is assigned to, and funded by, DPH

SEPARATIONS FROM SERVICE - UNIFORMED FORCE

Effective Date

(See page 11 for description of separation)

H50 Assistant Chief

Edward E. Murphy	Jul. 22, 1991	S
Frank T. Blackburn	Aug. 17, 1991	Ind. Dis.
Harry F. Brophy	Aug. 15, 1991	Ind. Dis.
Charles W. Zerbe	Oct. 06, 1991	S
James A. Goodwin	Nov. 09, 1991	Ind. Dis.

H40 Battalion Chief

Louis J. Comaduran	Jul. 11, 1991	S
Louis J. Birleffi	Jul. 16, 1991	Ind. Dis.
Frank J. Dunphy	Nov. 23, 1991	Ind. Dis.
Anthony V. DiGiovanni	Jul. 09, 1991	Ind. Dis.
John D. Pell	Feb. 05, 1992	Ind. Dis.
George L. Vouchilas	Jan. 05, 1992	Ind. Dis.
Peter M. Sorensen	Feb. 29, 1992	Ind. Dis.

H32 Captain

Charles P. Farrell	Jul. 20, 1991	S
Michael Patterson	Nov. 02, 1991	Ind. Dis.
Gary D. Meltzer	Mar. 18, 1992	Ind. Dis.

H30 Captain

Richard L. Blackburn	Aug. 01, 1991	S
Richard J. Nyhan	Sep. 03, 1991	S

H24 Lieutenant, BFI

Paul J. Murray	Mar. 07, 1992	S
----------------	---------------	---

H22 Lieutenant, BFP

Roger Elbeck	Sep. 07, 1991	S
--------------	---------------	---

H20 Lieutenant

Joseph P. Collins	Jul. 06, 1991	Ind. Dis.
John R. Steddin	Nov. 16, 1991	Ind. Dis.
LeRoy Character	May 25, 1991	Ind. Dis.
Edgar Bryant	Dec. 07, 1991	Ind. Dis.

H4 Inspector

Michael J. Keating	Jul. 05, 1991	S
William Connolly	Oct. 31, 1991	Ind. Dis.

H10 Chief's Aide

William P. Egan	Aug. 14, 1991	Ind. Dis.
Edward J. O'Brien	Jan. 20, 1992	Ind. Dis.
Gene J. Bernstein	Apr. 01, 1992	Ind. Dis.
James S. Scott	Dec. 21, 1991	Ind. Dis.

H2 Firefighter

Alfredo Calderon	Jul. 03, 1991	Term.
Frank L. Macillus	Jul. 05, 1991	Ind. Dis.
Kenneth A. Ahrens	Mar. 24, 1992*	Term.
Carl T. English	Jul. 01, 1991	Ord. Dis.
James E. O'Brien	Aug. 27, 1991	Res.
Bernard Gidal	Sep. 04, 1991	S
Edward J. Fitzpatrick	Aug. 19, 1991	Ind. Dis.
Keith R. Onishi	Nov. 07, 1991	Res.
Elizabeth A. Frantes	Nov. 14, 1991	Res.
Wesley E. Carter	Nov. 30, 1991	S
Stanley R. Sadler	Oct. 12, 1991	S
Henry Tam	Dec. 01, 1991	Res.
Lisa M. Moy	Nov. 25, 1991	Term.
Joseph J. Baciocco	Jan. 25, 1992	Ind. Dis.
Mark C. Danridge	Dec. 18, 1991	Term.
Teddy H. Chung	Dec. 31, 1991	Term.
George F. Baur	Jan. 04, 1992	S
Ronald L. Parker	Jan. 22, 1992	Death
Stephen A. O'Neill	Jan. 03, 1992	Ind. Dis.
Milton J. Panagotacos	Feb. 29, 1992	Ind. Dis.
James M. O'Connor	May 11, 1992	Ind. Dis.
James J. O'Sullivan	Mar. 24, 1992	Ind. Dis.
Bernadette M. Barden	Jun. 17, 1992	Res.

* Termination 07-23-91 set aside by court

TOTAL UNIFORMED FORCE SEPARATIONS

Retirement (Service)	13
Retirement (Ind. Dis.)	27
Retirement (Ord. Dis.)	1
Resignation (Res.)	5
Termination (Term.)	5
Death	<u>1</u>

Total 52

APPOINTMENTS - UNIFORMED

1991-92

H40 Battalion Chief

William E. Miles	Nov. 14, 1991
John S. Peoples	"
Harold E. Gamble	"
David A. Haberlin	"
James M. Groshong	"
Alberto B. DaCunha	"
George W. Maloney	"
Paul J. Tabacco	"
Robert L. Demmons	"
Robert G. Boudoures	"

H30 Captain

Joseph C. Asaro	Nov. 14, 1991
John A. Murphy	"
Francis G. Loughran	"
Garry L. Bradford	"
Patrick W. White	"
Alson Lee	"
Armando A. Mayorga	"
Edward F. Cruz	"
Johnny R. Lo	"
Frank T. Cardinale	Feb. 21, 1992
Ozell Austin	"
Adam J. Young	"

H24 Lieutenant

Paul J. Murray	Lim. Ten.	Jul. 24, 1991
----------------	-----------	---------------

H22 Lieutenant

Peter J. Schembri	Lim. Ten.	Aug. 20, 1991
-------------------	-----------	---------------

H20 Lieutenant

Richard L. Lauer	Jun. 20, 1992
Raymond A. Guzman	"
Russell J. Albano	"
Frank Morino	"

H20 Lieutenant (continued)

Bruce K. Wagner	Jun. 20, 1992
Michael P. Horan	"
Lorrie Kalos-Simpson	"
Thomas M. Gallegos	"
Gregory L. Stewart	"
James J. Lee	"

H6 Investigator

Robert T. Gregg	Lim. Ten.	Jul. 24, 1991
-----------------	-----------	---------------

H4 Inspector

Anthony V. Hampton	Aug. 09, 1991
Joseph F. Graff	Aug. 29, 1991
James M. Gravanis	Oct. 07, 1991
Michael M. Braid	Oct. 07, 1991
Peter S. Sikora	Mar. 04, 1992

H10 Chief's Aide

Dennis W. Boyd	Perm. Exempt	Oct. 05, 1991
Stephen M. Sellin	"	"
Frank P. Batmale	"	"
Michael R. Bryant	"	"

H2 Firefighter

Fernando R. Juarez	Jul. 05, 1991
Paul C. Crawford	Oct. 15, 1991
Michael G. Dietzen	"
Terry W. Smerdel	"
Robert P. Segale	"
John S. Rocco	"
James J. Reidy	"
Stephen A. McPartlan	"
Mark C. Danridge	"
Justin D. Brown	"
Zachary W. Pumphrey	"
Charles Crane	"
Daniel DeCossio	"
Victor Puebla	"
Frank Roldan	"
John Won	"
John M. Tuiasosopo	"
Wing C. Chan	"
John F. Chung	"
Norman L. Kwan	"
John J. Caba	"
Teddy H. Chung	"
Keith R. Onishi	"
Elizabeth A. Frantes	"
Priscilla S. Beere	"
Thomas MGuire	Feb. 03, 1992
Dean C. Litchfield	"
Anthony Dumont	"
Paul L. Barry	"
Robert I. Gurman	"
Alec M. Balmy	"
Thomas F. Abbott	"
Sally J. Saxton	"
Caroline Priem-Rosenquist	"
Marc E. Evans	"
Dennis W. Foster	"
Edward D. Banks	"
Horacio R. Candia	"
Robert J. Vigil	"
Guillermo R. Casillas	"
Anthony A. Garibaldi	"
Ronald T. Lau	"
Chester A. Spirlin	"
Matthew D. Magsanay	"
Jonathon C. Low	"

H2 Firefighter (continued)

Albert C. Hom	Feb. 03, 1992
Harold T. French	"
William Yeung	"
Tilafaig F. Ta'ape, Jr.	"
Steven M. Bokura	"
Anne Tam	Jun. 15, 1992
Gregory L. Blatman	"
Scott K. Scholsen	"
David C. Saitz	"
Gilbert J. Jacobs, Jr.	"
Donald L. Price	"
David A. Johnson	"
Mark T. Voelker	"
Donald E. Kern, Jr.	"
Paul T. Urquiaga	"
Travis J. Rail	"
Jon J. Del Bino	"
Dennis W. Sullivan	"
Hollis M. Wagstaff	"
Michael J. Sanders	"
Edwin A. Cummings	"
Maurice E. Castian	"
Robert A. Johnston	"
Frank Puccetti	"
Greg M. Barron	"
Ronald L. Cupido	"
Christian M. Murphy	"
David M. Maxion	"
William Ang	"
Clifton D. Hong	"
Keith R. Onishi	"
John Leong	"
Christopher Koh	"
James J. Carli	"
James M. Hudson	Jun. 22, 1992
Bernadette M. Barden	Jun. 15, 1992

NCS

SEPARATIONS FROM SERVICE - CIVILIAN

Effective Date

0160 Member, Fire Commission

James D. Jefferson	Dec. 27, 1991	Res.
Henry E. Berman	Feb. 20, 1992	Res.
Sharon L. Bretz	"	Res.
Frank A. Quinn	"	Res.
Ted N. Soulis	"	Res.
Annemarie Conroy	Apr. 05, 1992	Res.

A115 Communications Coordinator

Eileen C. Maloney	Jun. 30, 1991	Separation
-------------------	---------------	------------

7514 Laborer

James Thalhammer	May 25, 1992	Res.
------------------	--------------	------

7334 Stationary Engineer

William P. Costello	Mar. 30, 1992	S
Norval E. McGregor	"	S

5258 Sr. Mechanical Engineer

Andrew K. Nielsen	Mar. 28, 1992	S
-------------------	---------------	---

1924 Materials & Supplies Supervisor

Alvin C. Moses	Jul. 19, 1991	Res.
----------------	---------------	------

1654 Principal Accountant

Manuel B. Valle	Apr. 26, 1992	Res.
Panfilo Pangilinan	Jun. 22, 1992	Res.

1446 Secretary II

Fay E. Perlas	Nov. 27, 1991	Res.
---------------	---------------	------

1426 Senior Clerk Typist

Mimi Lim	Oct. 11, 1991	Laid Off
Suzun Matt	Mar. 20, 1992	Res.

1424 Clerk Typist

Nancy J. Foote
Mimi Lim

Oct. 14, 1991
Jan. 24, 1992

Res.
Transf.

1242 Personnel Analyst

David B. Johnson

May 22, 1992

Res.

APPOINTMENTS - MISCELLANEOUS

0160 Member, Fire Commission

Annemarie Conroy		Feb. 21, 1992
John A. Ertola		"
Laurence D. Griffin		"
Charles D. Morrow		"
Thomas T. Ng		"
Norma M. Molinar		Apr. 14, 1992

7334 Stationary Engineer

Irvin Boop	NCS	Nov. 11, 1991
Artemio Leonardo	NCS	Jun. 11, 1992

6281 Fire Safety Inspector II

Marta M. McGovern		Nov. 01, 1991
-------------------	--	---------------

2232 Senior Physician Specialist

Deborah J. Owen	Perm. Exempt	Jul. 30, 1991
-----------------	--------------	---------------

1924 Materials & Supplies Supervisor

Dorothy L. Teupel	NCS	Oct. 07, 1991
Dorothy L. Teupel		Mar. 24, 1992

1819 Management Information Systems Specialist III

Anton Kamby, Jr.	Lim. Ten.	Nov. 15, 1991
------------------	-----------	---------------

1708 Senior Telephone Operator

Leanne M. Lash	NCS	Oct. 07, 1991
----------------	-----	---------------

1654 Principal Accountant

Panfilo Pangilinan		May 18, 1992
--------------------	--	--------------

1450 Executive Secretary I

Mary C. O'Riordan		Oct. 24, 1991
-------------------	--	---------------

1446 Secretary II

Evamarie D. Atijera	Sep. 26, 1991
Patricia A. Moran	Mar. 02, 1992

1426 Senior Clerk Typist

Suzun Maat	Perm. Exempt	Aug. 19, 1991
Maria J. Rael		Jan. 21, 1992

1424 Clerk Typist

Mimi Lim	NCS	Oct. 15, 1991
Margaret R. Kang		Jan. 27, 1992
Phyllis E. D. Anderson		Jun. 22, 1992

1233 Affirmative Action Specialist

Birindar Singh	Feb. 27, 1992
Therese M. Madden	Apr. 13, 1992

1242 Personnel Analyst

Douglas M. Stoddard	Flex Staffing	Sep. 16, 1991
David B. Johnson	"	"
Lillian Chow	NCS	Jan. 23, 1992

1224 Principal Payroll/Personnel Clerk

Maureen Hrenoff	Jul. 29, 1991
-----------------	---------------

1222 Senior Payroll/Personnel Clerk

Rosanna Baniyas	NCS	Oct. 04, 1991
Rosanna Baniyas		Jan. 10, 1992

1220 Payroll Clerk

Catherine Win	Mar. 09, 1992
---------------	---------------

BUREAU OF PERSONNEL

The Bureau of Personnel is staffed with one Battalion Chief, four Lieutenants, a Personnel Clerk, and a Senior Personnel Clerk.

The Bureau of Personnel has several areas of responsibility:

1. Balancing the daily firefighting staff.
 2. Scheduling vacations and other time off for the staff.
 3. Maintaining all work history records.
 4. Generating reports and statistics regarding personnel.
1. The total number of personnel scheduled to work each day in the firefighting force has increased from 346 per day in the fiscal year 1990-91 to 355 per day in fiscal year 1991-92. Daily absences increased from 77 per day to 80 per day. The daily staff for the firefighting force remained at 297 per day.

Daily staff balancing involves balancing the on-duty personnel at 297 officers and firefighters each day. This operation requires the Bureau to fill all of the firefighter and officer positions that are open due to vacation, sick leave, disability leave, etc. by detailing personnel to these open positions.

Continuous hiring of new personnel has increased the number of available staff resulting in a 26 percent reduction in overtime hiring. The average number of WDO's worked during the year was 21.79 per day.

The detail desk is occupied seven days a week in order to maintain daily staffing. There are approximately 1000 officers detailed to different or open positions each month.

In addition to the regular details, the detail desk also receives daily reports of sick and disability leave and assigns overtime (WDO's) for officers and firefighters. The Bureau of Personnel also maintains records of all absences and details for payroll purposes.

2. The Bureau of Personnel is responsible for scheduling all vacations, floating holidays, and time off taken in lieu of pay. Over 27,000 computer entries dealing with these requests were made during the year.
3. The Bureau is responsible for maintaining all of the work history records of uniformed and non-uniformed employees. This includes making all of the computer entries as well as maintaining and administering the paper work.

4. All personnel reports used by the Department are generated by the staff of the Bureau of Personnel. The reports that are generated range from simple alphabetical lists to complex queries of many databases.

AVERAGE DAILY FIREFIGHTING STAFF
1991-92

Average number of employees scheduled to work:	355
Absences:	
Vacation	22
I.D.V.	4
Floating Holiday	6
Time-Coming	4
Sick Leave	17
Disability Leave	23
Other Absences	4
Average number of employees absent:	-80
Average number of employees hired on overtime:	+22
Total daily staff for the firefighting force:	<u>297</u>

THE "A" "B" "C" SHIFT

A major project this year has been designing and implementing the "ABC" work schedule. Staff members in the Bureau began experimenting with various configurations of the new schedule when negotiations began to establish the Memorandum of Understanding in April of 1991. Among the schedules studied were a 52 hour work week and a 49 hour work week, both of which worked an "ABC" type of schedule.

The schedule that seemed most viable and the one that eventually was adopted was the 21 tour, 48 hour week, "ABC" schedule. This schedule works six 24 hour shifts in a 21 day cycle. Extensive experimentation with firefighters named Test A, Test B, and Test C begun in August of 1991 in anticipation of the possible tour change.

In April of 1992, word was received that the negotiators had agreed to adopt the 21 tour, 48 hour week, "ABC" schedule. Planning to implement the new schedule began in earnest. Even though the negotiations were not completed, the general feeling was that the new shift would be implemented on July 1, 1992. This became our new target date. Two additional lieutenants were detailed into the Bureau to assist with the work.

Schedules for the new shift had to be designed and written. Rosters of each company were written with the new tours assigned to all members. Tours of officers, drivers, tiller operators, and EMTs working in each company were staggered so they would each have different days off. Swing tours, to cover the open shifts of the officers, had to be calculated and computerized. Personnel were assigned to these open spots. Additional personnel had to be moved and tours changed to balance the new system so that the daily staffing would be maintained at 297.

All of this had to be done in addition to the normal work of the Bureau.

A pamphlet was prepared for all of the companies which included:

1. A listing of all the firefighters and officers who were being moved.
2. Rosters listing all new tours for each company were prepared.
3. Schedules and tours for lieutenants', and chiefs' swings.
4. A complete list of all certified Hazardous Material Technicians to administer the newly created Hazardous Material Technician premium pay positions.
5. A complete list of all certified EMTs to fill the newly created EMT-2 premium pay positions on Engine and Rescue companies.
6. A list of members who would be given days off or who had to work with only one day off because of the tour changes.

After this information was compiled, meetings were set up with officers from every company, battalion, and division for three consecutive days. Each officer was given a complete packet of information and instructed on how the changeover would occur. Many problems were avoided by conducting these classes.

On July 1, 1992, watch 17, the new 48 hour week "ABC" schedule was implemented for over 1250 employees.

DIVISION OF MANAGEMENT SERVICES

The Division of Management Services oversees the following areas: Fire Services Examination Unit, Investigative Services Bureau, Print Shop, Personnel Center, and FLAME.

The activities of the Division of Management Services include, but are not limited to, the following:

1. Ensure compliance with the Consent Decree
2. Develop career and educational programs for uniform and civilian personnel
3. Develop and coordinate Human Relations programs for Department personnel
4. Coordinate formal EEO complaint process, serve as intake and technical resource for formal EEO complaints and make recommendations to Chief of Department in a timely manner.
5. Coordinate the firefighter recruitment/retention program
6. Serve as a support and technical resource in EEO Rule Violation investigations
7. Coordinate activities of the Vehicle Accident Review Board
8. Coordinate activities of the Merit Advisory Board
9. Publish Department Annual Report
10. Coordinate oral board participation
11. Publish Department newsletter
12. Handle labor relations activities as directed by the Chief of Department
13. Provide information on various Department programs and activities to the general public as directed by the Chief of Department
14. Develop Request for Proposals as directed by the Chief of Department
15. Work with City Attorney's office on complaints filed with outside agencies, such as Civil Service EEO Unit, Department of Fair Employment and Housing, and Equal Employment Opportunity Commission
16. Coordinate Peer Mediation Program
17. Resolve ethnicity issues in the Department

Complaint Process

During the fiscal year 1991-92, the Department's formal EEO complaint process was revised. Input was received from Department administration, the Court Monitor, Plaintiffs-Intervenors, and the City Attorney's office. The final version serves to distinguish the differences between a rule violation and a formal complaint, provides a clear description of the timeline, and outlines the entire process with more clarity.

Recruitment/Retention

An entry level Firefighter, H2, examination was given in April of 1992. Approximately six months prior to this date, targeted recruitment began, focusing on women and minorities. Recruitment teams comprised of voluntary uniform Department members visited San Francisco high school and college campuses, and attended various community events to promote the upcoming H2 examination.

Orientation sessions were held in targeted communities as well as at Department facilities to provide an overview of a firefighting career with the Department. Pre-training events in the form of physical training were held to prepare candidates in the physical abilities portion of the examination. Community and Department employee organizations provided tutorials continuously up to the April 1992 test date. Over 4,000 candidates took the examination.

Retention efforts began once the examination was administered. These efforts include keeping candidates abreast of current information and their current status, providing information meetings, holding informal sessions with candidates and current uniform members, and more.

The next recruitment effort will begin in the Fall of 1993 for the next H2 exam, to be administered in the Spring of 1994.

Request for Proposal - Medical Contract

The City and County of San Francisco has an ordinance through the Human Rights Commission requiring all City departments to make strong efforts to contract with minority and women owned businesses. As the San Francisco Fire Department had a contract with Healthcheck of Ralph K. Davies Medical Center to provide various health examinations for uniformed members that was up for renewal, the Human Rights Commission guided the Department in making efforts to advertise and gain a minority or women owned business. The Human Rights Commission guided the Department in making a thorough effort by preparing a request for proposal, advertising the proposal - targeting minorities and women, holding informational meetings, conducting interviews with prospective contractors who had submitted proposals and selecting the top candidate. Healthcheck, of Ralph K. Davies was selected. This process was completed over a six month period.

Training Programs

Training was conducted through the Civil Service Management Development Unit in the form of "Supervisor as Coach". This training was formerly offered to chief officers, but was presented to Captains, Lieutenants, and probationary lieutenants during the fiscal year 1991-92. The training included a segment on Sexual Harassment.

Training was provided to each recruit class on Basic EEO Laws, the Department's General Order 91 A-2, sexual harassment, and each member's rights as an employee of the San Francisco Fire Department. In addition, the recruits received training on "Peer Mediation as an Option to Resolving Interpersonal Conflict."

Training was provided through the University of San Francisco to chief officers in the areas of "Evaluation and Long Range Planning", "Building Essential Management Skills: Budget" and "Supervision and Leadership."

Chief officers and members of the Review Committee received training on Interview Techniques and an EEO Refresher, as they are involved in the investigation of EEO complaints and incidents.

Those uniformed members who were voluntarily working on targeted recruitment received training in targeted recruitment techniques.

The Peer Mediation Video was in its final stages of completion and being edited.

INVESTIGATIVE SERVICES BUREAU

The Investigative Services Bureau (ISB) functions as the internal investigative unit of the Department under the Chief of Management Services. The Bureau is staffed by one H-30 Captain, the officer-in-charge, and one H-20 Lieutenant. The ISB is responsible for the following functional areas:

Internal Affairs Investigations

The Bureau is responsible for investigating internal affairs complaints when directed by the Chief of Department, Deputy Chief of Operations, Deputy Chief of Administration, or Assistant Chief of Management Services. The Bureau manages the drivers tracking program, investigates citizens complaints (other than EEO complaints), and testifies before the Fire Commission in regards to any ISB related investigation or inquiry. The ISB is on-call to assist field command staff with investigations.

Substance Abuse Testing

The Bureau manages the disciplinary drug testing program which includes collecting evidence, securing samples, scheduling tests, and the maintenance of drug rehabilitation records. The ISB is responsible for keeping abreast of technical and legal developments impacting the Department's drug testing program and, when necessary, changing test protocol to conform to the highest legal and technical standards. The Bureau acts as a liaison to the Toxicology Division of the Medical Examiner's office and, when necessary, testifies before the Commission or other bodies of law in regards to substance abuse cases.

Background Investigations of New Employees

The ISB investigates the background information of potential employees utilizing Police Officer Standards and Training (POST) guidelines and San Francisco Fire Department Policy Statement No. 026. The background investigation includes a criminal history, driving history, past employment, residency, and other areas of inquiry. The Bureau acts as a liaison with the Civil Service Commission regarding employment issues with potential employees.

Works with City and District Attorney

The Bureau works with the City and District Attorney's offices in scheduling Department members for depositions, in the issuance of summons/subpoenas and any other area in which liaison is necessary with these offices. The Bureau assists these offices, as necessary, in preparing cases involving the Department.

Liaison with Local Police Agencies

Investigative Services maintains a liaison with Bay Area police agencies to develop inter-agency involvement in cross-jurisdictional cases, and to develop and maintain procedures used to deal with cases involving the Department or its members.

Assists the Chief of Management Services

The ISB assists the Chief of Management Services in preparing discipline cases for adjudication before the Fire Commission. The Bureau collects reports, statements, and other documents for use by the Chief in prosecuting cases for the Department. The Bureau, when necessary, assists the Deputy City Attorney in the preparation of discipline cases. The Bureau assists the Chief with periodic special studies or projects.

Instruction and Training

The Bureau prepares and provides courses involving substance abuse testing and related issues. ISB personnel attend training seminars to keep abreast of legal and technical developments related to drug testing and internal investigations.

Summary of Bureau Activities for 1991-92

Background Investigations	171
Drug Tests Cause/Rehabilitation	7
Internal Investigations	2
Instruction and Training Classes	3
Special Projects	8

VEHICLE ACCIDENTS

Vehicle accidents involving our rolling stock again decreased this year while the number of emergency responses increased. This is the direct result of the education provided by supervisors and the attention given by apparatus operators.

The reactivation of the Community Residential Inspection Safety Program (CRISP) and additional training has required increased street time for the apparatus. Since the earthquake of '89 surface traffic has increased dramatically because of damaged freeways, thus making driving to emergencies in our City much more challenging. Fortunately, the Accident Review Board developed a very successful public service message that instructs the public what to do when they see or hear responding emergency vehicles. This message has been aired on most major networks.

Another positive sign was the decrease in all categories of accidents. This reflects the increased awareness of safe driving procedures by our officers and apparatus operators.

A goal for the upcoming year is to institute an inservice apparatus operator certification course administered by the Division of Training. Applicants for apparatus operator will be required to complete this course.

Classification of Accidents

The method for classifying accidents is A, B, C, or Refer to Chief of Department for consideration of disciplinary action. Following a review of all reports and relevant materials the committee decides which of the following categories apply to the accident:

- A. An accident which has occurred because of inattention to vehicle operator's and/or officer's responsibilities or because of misjudgment of clearance in operating apparatus near stationary obstacles.
- B. An accident in which Fire Department personnel exercised reasonable judgment and precaution, exhibited good apparatus operator's and officer's skills and observed all state, local and Fire Department statutes, ordinances and rules.
- C. An accident which has occurred because of apparatus operator's misjudgment of clearance, deficiency in defensive driving techniques, or failure to anticipate other vehicle's movements.

ADMINISTRATION
SFFD Annual Report 1991-92

Total alarms:	<u>87/88</u>	<u>88/89</u>	<u>89/90</u>	<u>90/91</u>	<u>91/92</u>
	55,332	58,178	59,712	57,497	59,521

Accidents

Category A					64
Category B					49
Category C					23
Referred to Chief of Department					1

Total Accidents	103	101	133	167	137
-----------------	-----	-----	-----	-----	-----

What Apparatus Was Doing At Time of Accident

	<u>87/88</u>	<u>88/89</u>	<u>89/90</u>	<u>90/91</u>	<u>91/92</u>
Moving Straight Ahead	45	38	45	81	55
Turning Right	12	14	18	23	15
Turning Left	7	10	20	18	14
Backing Into Quarters	9	9	12	20	18
Backing (Other)	11	13	17	11	12
Stopped	19	17	21	14	23
TOTAL	<u>103</u>	<u>101</u>	<u>133</u>	<u>167</u>	<u>137</u>

Damage to Fire Department Vehicle

	<u>87/88</u>	<u>88/89</u>	<u>89/90</u>	<u>90/91</u>	<u>91/92</u>
Sideswipes	28	41	40	55	46
Right Angle	15	13	10	17	14
Rear Ends	12	12	12	26	9
Front Ends	15	13	7	20	22
Other	6	6	8	9	4
No Damage	27	16	56	40	42
TOTAL	<u>103</u>	<u>101</u>	<u>133</u>	<u>167</u>	<u>137</u>

ADMINISTRATION
SFFD Annual Report 1991-92

Vehicle Accidents by Unit Classification

Fiscal Years

<u>FIRE SUPPRESSION</u>	<u>87/88</u>	<u>88/89</u>	<u>89/90</u>	<u>90/91</u>	<u>91/92</u>
Deputy & Chief of Department	0	1	3	1	0
Assistant Chiefs	3	0	2	2	1
Battalion Chiefs	0	4	7	8	7
Engine Companies	54	44	55	82	75
Truck Companies	29	29	45	53	39
Hose Tenders	0	0	0	0	0
Haz. Mat. Unit	0	0	0	0	0
Rescue Companies	3	1	0	1	1
Service Squad	0	0	3	1	2
Foam Unit	0	0	0	0	0
Fuel Unit	0	0	0	0	0
Utility Unit	0	0	0	0	0
Airport Companies	1	3	0	1	0
	<u>90</u>	<u>82</u>	<u>115</u>	<u>149</u>	<u>125</u>

<u>SUPPORT SERVICES</u>	<u>87/88</u>	<u>88/89</u>	<u>89/90</u>	<u>90/91</u>	<u>91/92</u>
Division of Fire Prevention and Investigation	6	8	8	8	6
Personnel Center	0	0	1	0	0
Division of Training	1	0	1	4	2
Bureau of Engineering & Water Supply	6	7	3	6	3
Bureau of Equipment	0	0	1	0	0
Headquarters Staff	0	4	4	0	1
	<u>13</u>	<u>19</u>	<u>18</u>	<u>18</u>	<u>12</u>

GRAND TOTALS	103	101	133	167	137
---------------------	------------	------------	------------	------------	------------

Vehicle Accidents by Classification

<u>Type of Accident</u>	<u>87/88</u>	<u>88/89</u>	<u>89/90</u>	<u>90/91</u>	<u>91/92</u>
Collision with Fixed Objects --					
Parked Vehicles, Buildings, etc.	48	45	55	67	68
Moving Vehicles	38	36	50	58	50
Another SFFD Vehicle	2	1	2	2	0
Other	8	9	6	10	5
Intersection Collision	7	10	20	30	14
	<u>103</u>	<u>101</u>	<u>133</u>	<u>167</u>	<u>137</u>

DISABILITY INJURIES

	<u>1990-91</u>	<u>1991-92</u>	<u>Change</u>
Total Injuries	971	667	-304
Lost Work Day (LWD) Injuries	722	492	-230
LWD	25,144	19,206	-5,938
LWD per LWD Injuries	34.83	39.04	+4.21

<u>Lost Work Day Injuries</u>	<u>1990-91</u>		<u>1991-92</u>	
	Injuries	LWD	Injuries	LWD
Engine Companies	360	10,662	248	8,576
Truck Companies	214	7,323	159	5,966
Rescue Companies	13	344	14	850
Airport Companies	11	385	7	209
Division 1-2-3	14	552	7	344
All Battalions	30	912	22	981
Fireboat Company	3	169	1	181
Fire Prevention & Investigation	25	1,824	7	691
Others	52	2,973	27	1,408
TOTAL	722	25,144	492	19,206

<u>Lost Work Day Injuries</u>	<u>1990-91</u>		<u>1991-92</u>	
	With LWD	Without LWD	With LWD	Without LWD
1. Fires	125	42	201	63
2. Other Emergencies	119	38	99	18
3. On Department Property	93	79	118	51
4. Drills, Off Department Property	6	2	14	4
5. Inspection Work	7	3	4	1
6. Emergency Vehicular Movement	5	3	8	3
7. Non-Emergency Vehicular Movement	4	1	5	4
8. Routine Duties (Auxiliary Ser.)	2	1	15	4
9. Not Otherwise Classified	33	33	24	27
10. Drill Tower (Training)	7	1	4	0
TOTAL	401	203	492	175

ADMINISTRATION
SFFD Annual Report 1991-92

<u>Part of Parts of Body Injured</u>	<u>1990-91</u>		<u>1991-92</u>	
	With LWD	Without LWD	With LWD	Without LWD
1. Eye	12	22	14	9
2. Head	12	52	11	11
3. Neck (except resp. system)	24	3	33	5
4. Shoulder	39	16	52	12
5. Arm	13	8	29	9
6. Elbow	15	4	20	5
7. Wrist	12	1	16	3
8. Hand	36	20	34	19
9. Back	118	12	123	13
10. Leg	12	4	21	12
11. Knee	44	13	68	12
12. Ankle	26	1	30	1
13. Foot	18	6	27	11
14. Trunk	19	3	19	6
15. Respiratory System	6	27	9	10
16. Chest pains	7	4	5	2
17. Stress	4	2	2	2
18. Not otherwise classified	16	18	11	37

Nature of Injury

1. Burns and Chemical Burns				
except eyes	7	2	9	4
2. Burns, eyes	1	0	1	2
3. Foreign body in eye or eye				
irritation	11	21	10	8
4. Strains - sprains	274	42	337	59
5. Bruises and contusions	36	10	53	16
6. Hernias	0	0	0	1
7. Lacerations	17	9	30	15
8. Punctures	5	6	2	7
9. Dislocations	1	0	1	0
10. Fractures and suspected fractures	6	20	17	1
11. Respiratory system and smoke				
inhalation	3	19	8	10
12. Dermatitis (skin disorder)	0	1	3	3
13. Cardio-vascular	7	2	8	5
14. Stress	4	2	2	2
15. Not otherwise classified	29	67	11	42

ADMINISTRATION
SFFD Annual Report 1991-92

<u>What Injured was doing</u>	<u>1990-91</u>		<u>1991-92</u>	
	With LWD	Without LWD	With LWD	Without LWD
1. Handling hose	66	15	59	17
2. Handling ladders	27	5	34	1
3. Handling axes	5	0	4	2
4. Handling ceiling hooks	2	3	7	3
5. Handling Gleeson Valves	3	1	7	1
6. Handling salvage covers	0	0	2	0
7. Handling other tools and equipment	30	11	51	14
8. Handling other objects	12	9	20	6
9. Ventilating	8	4	13	4
10. Overhauling	14	9	30	9
11. Rescue Work	34	22	62	12
12. Locating Fire	14	6	18	7
13. Directing Operations	6	2	11	4
14. Controlling refrigeration break	0	0	0	0
15. Servicing or operating apparatus	6	1	9	1
16. Inspection work	4	4	1	4
17. Involved in vehicular collision	4	1	5	1
18. Getting on or off apparatus	33	1	48	8
19. Ascending or descending	27	6	24	6
20. Sliding down pole	2	0	3	2
21. Exercising	8	1	21	8
22. Performing duties allied to cooking	5	4	11	3
23. Not otherwise classified	56	93	54	62

How Injury Occurred

1. Struck against	27	3	37	12
2. Stepped on	20	2	2	2
3. Struck by	23	12	40	17
4. Caught in, on, or between	8	1	27	2
5. Tripped, slipped, or fell	67	15	139	37
6. Lifting or moving	114	28	175	24
7. Overexertion	6	2	19	6
8. Wetting	1	0	2	0
9. Exposure to temperature extremes	2	0	4	1
10. Inhalation	0	16	2	10
11. Irritation	2	3	13	9
12. Absorption	0	10	0	2

ADMINISTRATION
SFFD Annual Report 1991-92

<u>How Injury Occurred</u> (Continued)	<u>1990-91</u>		<u>1991-92</u>	
	With LWD	Without LWD	With LWD	Without LWD
13. Contact-electrically charged objects	0	0	0	0
14. Contact-heated objects and heated water	2	0	5	3
15. Grasped	0	0	5	3
16. Explosions	0	0	0	0
17. Backdrafts	0	0	1	0
18. Not otherwise classified	98	116	21	47

MERITORIOUS COMMENDATIONS

In 1991-92, the Fire Commission accepted the recommendations of the Merit Advisory Board and the Chief of Department concerning acts of heroism performed by the following Department members during the period March 1991 through March 1992:

Class "B" Award

Captain Kenneth J. Conroy
Lieutenant Eugene M. Ahern

Firefighter William F. Hanavan

Class "C" Award

T/Battalion Chief Thomas Ryan
Chief's Aide Gerald K. Scullion
Lieutenant Anthony P. Avalos
Lieutenant Gary S. Leal
Lieutenant James P. Lyons
Lieutenant John M. Payne
Firefighter Andrew J. Assereto
Firefighter Michael W. Bello
Firefighter James M. Carey
Firefighter Dean M. Crispin

Firefighter Joseph E. Cuff
Firefighter Rudolph L. Erler
Firefighter Thomas J. Kohmann
Firefighter William E. Linney
Firefighter Thomas M. Masterson
Firefighter Jerry D. Mifsud
Firefighter Robert P. Palu
Firefighter Marty A. Ross
Firefighter Robert L. Vergano

There were 2 Unit Citations and 18 Certificates of Commendation awarded to uniformed members during this period.

TOY PROGRAM

The San Francisco Fire Fighters Toy Program is moving into its 42nd year of providing the residents of San Francisco with a much needed service that it not provided by any other organization to the same extent.

It is the goal of the Toy Program, its many volunteers, and the detailed firefighters to ensure that all children of this city, no matter their financial status, have a traditional Christmas.

The Christmas season for 1991 was the 41st year of the program, and as the numbers demonstrate, the need will only continue to grow.

Families served: 6,455

Children served: 26,000

Though the Toy Program no longer accepts applications from large groups they often receive calls from organizations such as Casa De Las Madres (a shelter for battered women), that could not acquire toys anywhere else.

Children in groups served: 500 (approximate)

On August 24, 1991, the Toy Program, along with Chevron and Harpoon Louie's, had a street faire on Stevenson Alley. The goal was to raise the level of visibility of the Toy Program in our community. It worked wonderfully. The telephones were ringing with calls received from all over the Bay Area asking what help was needed. It was a great success with those present including the Mayoral candidates, as well as Willie Mays.

The Toy Program began distributing toys on November 18 through December 24. Shelves were built during the summer to prepare for the distribution date of November 18. Many different building supply companies donated materials, with volunteers from the Toy Program supplying the labor. The goal has always been to make this program run as cost effective as possible. By soliciting from those in the community for supplies, the program has been able to install much needed costly equipment such as new telephones.

As the cost of living is continually rising, as is the breakdown of the family unit, and more crime and drugs, the Toy Program will work to increase its efforts. The Program will begin to distribute toys this next year on November 16 through December 23.

The preparations for the program are abundant. Approximately 450 collection barrels must be painted and distributed. For the last two years, volunteer John Carvajal has overseen the painting, decoration and distribution of the barrels.

A new plan for distribution of applications is underway. In the past, there have been problems with families receiving the applications from their local fire stations. Some communities need more applications than others. In the future, the program will ask that all interested applicants send their name and address along with a self-addressed stamped envelope to receive an application in the mail. This would ensure that fire stations do not run out of applications and the stations would not continually be answering the doorbell at all hours.

F. L. A. M. E.

During the 1991-92 fiscal year, the San Francisco Fire Department's Fire League Athletic and Musical Events (F.L.A.M.E.) program celebrated its 23rd year.

The program currently provides athletic activities for over 5,500 boys and girls, ages 6 through 18.

Through the generous donations of both active and retired members of the San Francisco Fire Department, F.L.A.M.E. continues to offer a quality format of basketball and baseball tournaments and leagues.

Additionally, the program has continued to offer many handicapped children throughout the city with a variety of recreational opportunities. This activity has flourished under the direction of retired San Francisco Firefighter J.B. Sullivan.

**PIONEER MEMORIAL MUSEUM
ST. FRANCIS HOOK & LADDER SOCIETY**

The St. Francis Hook and Ladder Society was founded in 1973 over a dinner table conversation among four SFFD firefighters, and has since evolved to become, as a result of separate resolutions of the San Francisco Fire Commission and the Board of Supervisors of the City and County of San Francisco, the official historical arm of the San Francisco Fire Department. Named after one of the colorful volunteer firefighting's Gold Rush era ("St. Francis Hook & Ladder Company #1"), the Society's present mission is to acquire, restore and display apparatus, photos and memorabilia of the SFFD.

Perhaps the Society's most visible manifestation is the SFFD Pioneer Memorial Museum, created in 1964. The Museum is open to the public Thursday through Sunday from 1-4 PM and is admission free. It is located adjacent to Station 10 at 655 Presidio Avenue between Bush and Pine Streets. Docents from the Society and the City Guides have welcomed 2,453 visitors during the past year.

The St. Francis Hook & Ladder Society is a non-profit California corporation, and is empowered to accept gifts to the Museum on behalf of the Fire Commission. If such gifts are monetary, the Society uses the money for the preservation, restoration and maintenance of the apparatus and artifacts of the collection.

Society memberships are open to all in the community who wish to preserve San Francisco's fire history. During 1989, off-duty firefighters represented the Department in grand fashion at Firemen's Musters in Virginia City, Nevada; Fort Bragg, California and at the CFMA State Championships at Atwater, California. The St. Francis Hook & Ladder Team won, for the third time in the past four years, the California Firemen's Muster Association Class I State Championship Hand Engine Award with the Museum's 1856 Button "Emperor Norton No. 1."

At the Society's annual membership meeting, Captain Russ Edwards, Truck Company No. 2, was presented the William F. Murray Award (named after the Chief Emeritus of the SFFD and founder of the Pioneer Memorial Museum) and conferred on the San Francisco Firefighter of the Year. The Society's Member of the Year for 1990 was Jim McCoy (Chief's Operator, Battalion 6) and the 1991 Member of the Year was Mike Barrango, a dedicated member of the Society's restoration team, affectionately known as the "Oil Can Gang."

The Society's event highlight of 1991 occurred as a co-sponsor of the International Fire Buff Associates annual convention, conducted in July in San Jose. St. Francis Hook & Ladder coordinated with the SFFD for purposes of orchestrating (on Pier 30/32 in San Francisco) the finest apparatus and water display ever presented at an IFBA convention.

During the year, the membership of the Society donated 7,432 hours of service to the Department as sponsors of the Museum. Inquiries concerning the Society (including membership) should be directed to: St. Francis Hook & Ladder Society, P.O. Box 26383, San Francisco, CA 94126.

STRESS PROGRAM

The San Francisco Fire Department's Stress Unit/Employee Assistance Program (EAP) has been in operation for six years. This program is based on confidential peer counseling and is very successful. It provides a safe, objective, and non-judgmental environment where firefighters and their families can come for support, advice and professional referrals in resolving personal and job-related problems. The Department recognizes that these issues can often impair job performance and efficiency and wishes to aid in the resolution of such as best possible. Stress, whether incurred by traumatic incident, family problems, alcohol and/or drug abuse, decreases firefighters' effectiveness, could endanger their fellow firefighters and hinder their effectiveness in serving the community.

The Stress Unit's primary concern is the mental and emotional well-being of the firefighters. The Stress Unit provides absolute confidential help for all members of the Department and their families and in no way functions as an administrative disciplinary unit.

The unit currently consists of three full-time firefighter peer counselors. They are assisted by a thirteen member Stress Unit Committee, which reflects the ethnic diversity of the San Francisco Fire Department, and represents every rank in the Department. The Committee acts as a liaison between the Stress Unit and Department Administration.

The Stress Unit continues to be involved with counseling firefighters after traumatic incidents. This is evidenced by the sharp increase in violent incidents to which our firefighters have had to respond. The Stress Unit Committee is continuing its work in the formation of critical incident response teams.

Confidential peer counseling has proven to be a very successful approach to the problems our firefighters are experiencing. Many firefighters and their families have been helped by this unit and consequently job performance has increased.

DEPARTMENT PHYSICIAN

The Department Physician/Medical Director is responsible for coordinating and executing a comprehensive Occupational Health and Safety Program for the San Francisco Fire Department. The various components of this program include the following:

Developing and implementing primary and secondary prevention strategies, analyzing work-related injuries and illnesses for risk management, coordinating education/training programs for specific hazards and health promotion, evaluating and certifying San Francisco Fire Department personnel for mandatory and consultative examinations.

Listed below are the major activities performed in the Office of the Department Physician for 1991-92:

1. New Programs/Policies

a. Scuba Diving Team:

Designed an annual medical examination and dive-specific questionnaire to insure that our scuba diving team is fit to do the job. Researched and approved the Diving Emergency Protocol Instructor.

b. Infection Control Training:

Designed infection control training materials used in "Train-the-Trainer" sessions to enable proper training sessions for the entire Fire Department. This program will comply with the OSHA Bloodborne Disease Standard.

c. Heat Stress Prevention Program:

In conjunction with Health and Safety Committee and Local 798, received a \$50,725 Grant Proposal to develop a training program for heat stress prevention.

d. Health Bulletins:

Publishes periodic Health Bulletins on items of concern to the San Francisco Fire Department.

e. Influenza Vaccine Program:

Developed an influenza vaccine program to protect firefighters from influenza. 300 influenza vaccinations were administered during the 1991-92 flu season.

f. Pregnancy Policy:

All pregnant firefighters are asked to schedule an appointment with the Department Physician to discuss the effects that firefighting can have on developing fetuses.

g. Communicable Disease Exposure Policy:

All firefighters are directed to call the Department Physician regarding any communicable disease exposure. This facilitates appropriate risk assessment and follow-up.

h. Infection Control Policy:

The Department Physician has drafted an Infection Control Policy to protect all San Francisco Fire Department members against the transmission of communicable diseases. This policy includes all aspects of exposure control and post exposure follow-up. The Policy was designed to prevent infection from occurring to Fire Department employees as well as the public.

i. Fitness Program:

Firefighters are counseled regarding their risk factors for coronary disease after they are identified via their Health Check screening. Educational materials are offered in addition to individual counseling.

2. Medical Examinations

DMV Examinations	26
H-2 Candidates	104
Hazardous Materials Team Physical Examinations	13
Promotional Physical Examinations	33
Probationary Physical Examinations	167
Return to Duty	60
Scuba Diver Physical Examinations	26
Miscellaneous Examinations	121
Consultations	52

3. Primary Prevention Program

- a. Site visit to Pump Station 1 with two Industrial Hygienists from the Department of Public Health. Identified an improper access problem which was subsequently corrected.
- b. Site visit to Station 28 to address symptoms occurring in firefighters which were found to be due to a foundation leak. Recommendations were proposed to correct the condition.
- c. A database was established in order to analyze work-related injuries and illnesses and make recommendations to reduce the incidence of such events.

SUPPRESSION



FIREFIGHTING AND RESCUE SERVICES

The Suppression forces provide protection to 738,700 citizens residing in the 49 square miles of San Francisco. During the business day, this number increases to approximately one-and-one-a-half million. The Suppression forces consist of 41 engine companies, 18 truck companies, 2 rescue squads, two fireboats, and other special purpose units. The companies are organized in three divisions which are further divided into 10 battalions. A fourth division comprised of three firefighting companies is located at San Francisco International Airport.

During the fiscal year 1991-92, Suppression units responded to 59,232 incidents, an increase of 0.03% over the previous fiscal year. A total of 26,944 responses were made to medically related incidents. The number of false alarms increased by 175 over the previous year.

The primary responsibility for in-service training of Suppression firefighters is with the company officers, but the Division of Training supplements this training and also evaluates the performance of individual fire companies and firefighters. In addition, designated officers, in cooperation with the Division of Training, provide training in specialized areas, such as Hazardous Material incident response, BART and MUNI Metro underground firefighting and rescue, high-rise building firefighting, wildland firefighting, and surf and cliff rescue.

The following is a recapitulation of Fire Department response from 1986-87 to 1991-92 and a comparison of the number of incidents by type for 1990-91 and 1991-92.

FIREFIGHTING AND RESCUE SERVICES

Recapitulation of Fire Department Response

	<u>86-87</u>	<u>87-88</u>	<u>88-89</u>	<u>89-90</u>	<u>90-91</u>	<u>91-92</u>
Total Fire	6,267	6,212	5,920	6,210	6,128	6,265
False Alarms	9,469	8,265	9,046	9,713	9,541	9,716
Emergency Other than Fire	28,762	37,855	43,212	43,789	41,828	43,251
Resuscitations)	(1,525)	(1,497)	(1,295)	(1,068)	(1,045)	(1,163)
Total Alarms	44,498	52,332	58,178	59,712*	57,497	59,232
Major Alarms	68	71	92	72	68	52

Total does not include 600+ responses related to October 17, 1989 Earthquake

SUPPRESSION
SFFD Annual Report 1991-92

Summary of Incidents by Type

	<u>90-91</u>	<u>91-92</u>
<u>Fires</u>		
Unknown Type Fire	1	8
Building Fire	2,267	2,150
Trees, Brush, Grass	728	860
Vehicle Fire	1,075	1,105
Refuse Fire	1,861	1,908
Outside Structure	91	97
Explosion	5	8
Outside Spill/Leak	0	0
Mobile Home	2	2
Other Fire	<u>98</u>	<u>127</u>
<u>TOTAL</u>	6,128	6,265

False Alarms

Malicious/Mischief	6,594	6,445
Bomb Scare, No Bomb	7	7
System Malfunction	1,647	2,057
Unintentional	<u>1,293</u>	<u>1,207</u>
<u>TOTAL</u>	9,541	9,716

Emergency Other Than Fire

Rescue Calls

Resuscitation-Positive	162	193
Resuscitation-Negative	883	970
First Aid	24,334	25,781
Rescue/Extrication	90	79
Potential Jumper	35	26
Elevator/Escalator	368	372
Trapped in Auto	229	222
Cliff/Landslide	17	22
Aircraft Incident	2	0
Drowning	<u>5</u>	<u>10</u>
<u>TOTAL</u>	26,125	27,675

Overpressure

Steam Rupture	40	39
Air/Gas Rupture	159	151
Water Heater/Boiler	<u>143</u>	<u>108</u>
<u>TOTAL</u>	342	298

SUPPRESSION
SFFD Annual Report 1991-92

	<u>90-91</u>	<u>91-92</u>
<u>Hazard Conditions</u>		
Washdown Blood	133	127
Washdown Gas/Oil, etc.	1051	937
Explosive Removed	12	8
Excessive Heat	192	199
Power Lines Down	139	100
Arc/Short Electric	365	385
Refrigeration Leak	13	10
Smell of Natural Gas	57	25
Building Collapse	2	4
Aircraft Alert	<u>78</u>	<u>71</u>
<u>TOTAL</u>	2,042	1,866

<u>Good Intent Calls</u>		
Smoke Scare/Smell	160	177
Wrong Location	30	35
Control Burn	12	12
Alarm Bell Ringing	3,322	3,656
Recall/No Service	915	890
Recall/Medical	<u>415</u>	<u>296</u>
<u>TOTAL</u>	4,854	5,066

<u>Service Calls</u>		
Cover a Window	326	364
Lock-Out/Lock-In	934	901
Water Removal	1,458	995
Smoke/Odor Removal	1,062	933
Animal Rescue	71	52
Assist Police	397	366
Broken Hydrant	247	362
Boat Sinking	5	7
Loose Structure	53	38
Broken Sprinkler	<u>122</u>	<u>101</u>
<u>TOTAL</u>	4,725	4,119

<u>Hazardous Material Spill</u>		
Unknown	47	37
Explosives	10	5
Compressed Gas Leak	149	89
Flammable Liquid Spill/Leak	119	123
Flammable Solids	2	2
Oxidizing/Organic Peroxides	3	2
Poisons	1	2
Radioactive Material	3	0
Corrosives	9	9
Other Regulated Material	<u>22</u>	<u>27</u>
<u>TOTAL</u>	365	296

SUPPRESSION
SFFD Annual Report 1991-92

	<u>90-91</u>	<u>91-92</u>
<u>Miscellaneous Calls</u>	3,375	3,931
<u>Fires - Source of Heat Ignition</u>		
Heating Systems	116	123
Cooking Equipment	965	922
Air Conditioning Equipment	18	15
Electrical Distribution Equipment	372	340
Electrical Appliances	108	116
Special Equipment	318	267
Processing Equipment	13	10
Service Equipment	39	39
Other Objects	3,112	2,796
Undetermined	151	1,637
<u>Fires - Type of Material Ignited</u>		
Gas	44	56
Flammable Liquid	518	468
Volatile Solid	400	363
Chemical-Metal-Plastic-Paint	243	224
Natural Product	1,365	1,506
Fabric-Textile Fur	537	651
Material with Oil	47	37
Other	225	234
Undetermined	359	516
Wood-Paper	2,291	2,210
<u>Fires - Number and by Property Class</u>		
<u>Public Assembly</u>		
Amusement-Fixed	27	60
Amusement-Variable	4	6
Churches	11	5
Libraries, Courts	5	2
Eating, Drinking	92	75
Terminals, Station	8	19
Theaters	9	9
Clubs	7	6
<u>Educational</u>		
School, Non-Resident	27	33
Business Schools	7	13
Universities	2	2
School, Residential	1	0
Unclassified	0	0

SUPPRESSION
SFFD Annual Report 1991-92

	<u>90-91</u>	<u>91-92</u>
<u>Institutional</u>		
Care of the Aged	16	7
Care of the Young	2	4
Sick or Injured	28	40
Physical Restraint	4	10
<u>Residential</u>		
One & Two Family	517	445
Apartments	1,322	1,286
Rooming House	5	3
Hotel	114	110
Motel	2	4
Dormitory	5	3
Mobile Home	0	0
Other	0	0
<u>Store & Office</u>		
Food, Beverage	12	27
Textile, Clothing	7	9
Household, Repair	12	5
Specialty	15	17
Recreation	4	9
Professional	17	19
Motor Vehicle	10	6
General Item	5	3
Offices	104	99
<u>Basic Industry</u>		
Communications	3	1
Utilities	63	51
Agriculture	13	19
Forestry	0	55
Mineral Products	2	0
Laboratories	1	2
<u>Manufacturing</u>		
Food	8	17
Beverage, Tobacco	8	2
Textiles	1	1
Wearing Apparel	2	1
Wood, Paper	24	18
Chemical	0	6
Metal	10	12
Vehicle	1	2
Other	2	0
Unclassified	8	6

SUPPRESSION
SFFD Annual Report 1991-92

	<u>90-91</u>	<u>91-92</u>
<u>Storage</u>		
Textile	1	4
Food, Tobacco	4	3
Petroleum, Alcohol	1	0
Wood, Paper	5	4
Chemical, Plastic	3	3
Metal	4	2
Vehicle	20	17
General	37	35
Agriculture	0	3
Unclassified	1	1
 <u>Special Properties</u>		
Construction	21	26
Special Structures	8	23
Outdoor	1,151	1,227
Road	1,183	1,198
Equipment	3	3
Railroad	2	8
Aircraft Areas	0	0
Water Areas	4	4
Unclassified	0	1
 <u>Mobile Property</u>		
Road-Passenger	1,027	1,033
Road-Freight	82	84
Rail Transport	0	6
Water Transport	4	8
Air Transport	1	1
Heavy Equipment	4	9
Special Vehicles	0	0
Unclassified	19	27

DIVISION OF AIRPORTS

Division #4 of the San Francisco Fire Department is responsible for providing fire protection, training and prevention for the San Francisco International Airport. The Division's services are provided by three airport fire companies located at two fire stations at the airport. These companies also make regular building inspections of terminals, cargo areas and other structures.

Airport company #1, located in Fire Station #1, is an Aircraft Rescue and Firefighting (ARFF) Company, composed of two (2) ARFF units.

Airport company #2, located in Fire Station #2, is an Aircraft Rescue and Firefighting (ARFF) company composed of two (2) ARFF units. One defibrillator is assigned to Airport Company #2.

Airport company #3, located in Fire Station #1, is a structural company providing first aid and structural protection. This company is composed of three (3) units - engine, truck, and first aid vehicle. Two defibrillators are assigned to Airport Company #3.

Fire Prevention activities for Division #4 are provided by a Deputy Fire Marshal and Fire Safety Inspector. Duties include regulation of hazardous materials, code enforcement, and training in fire extinguisher operation and earthquake preparedness.

The Division #4 staff includes a Division Chief, Operations Officer and a secretary. Aircraft rescue and firefighting operations are regulated by Federal Aviation authority. All Division #4 personnel are certified annually by the Federal Aviation Administration (FAA). At least two of the on-duty personnel are certified scuba divers, equipped for response to water emergencies.

In addition to regular drills as scheduled by the San Francisco Fire Department, special drills are also conducted. Each month, three surprise exercises are conducted (RED CAPs). These exercises involve not only the Airport Fire companies, but also Airport police, medical, communications and operations. Exercises are primarily aircraft related, but are also used for simulated water rescue, hazardous materials and medical problems.

In recognition of the Airport's safety and emergency preparedness efforts, the Aviation Safety Institute has bestowed its Safety Institute Award to San Francisco International Airport for the 15th consecutive year, greatly due to the Crash/Fire preparedness we provide.

AIRPORT RESPONSE STATISTICS

1991/92

Aircraft Incidents	87
Brigades (Panel Alarms/Good Intent)	462
Building Fires	13
Code 10 (Bomb Threats)	11
Elevators/Escalators	196
Fuel Spills	123
Grass/Trash Fires	5
Medical Alarms	974
Vehicle Incidents	68
Water Rescues	6
TOTAL	<u>1,945</u>

HAZARDOUS MATERIALS PROGRAM

To meet the potential danger posed by the increased usage of toxic and otherwise hazardous materials, the San Francisco Fire Department placed a Hazardous Materials Response Unit into service on October 1, 1982.

The Hazardous Materials Response Unit (Haz Mat 1) is quartered at Fire Station 36. The Hazardous Materials Response Team is made up of the members of Engine Company 36, backed up by the members of Rescue Squad 1 and Rescue Squad 2. Emergency operations are coordinated by the chief officers of Battalion 2. Further support is given to the unit by inspectors from the hazardous materials permit section of the Fire Prevention Bureau, industrial hygienists and environmental health inspectors from the Department of Public Health, and the Coast Guard. The normal "emergency response" for the hazardous materials team is Battalion Two (two individuals), Haz Mat 1 (four individuals), and one individual from the Health Department.

During the year, the team has been called out on incidents involving asbestos, spills of unknown powders, reacting chemicals, large fuel spills, and for evaluation of the chemical hazard following fires. It is not the quantity released or involved that determines the severity of a hazardous materials incident, but the hazards presented and the system impacted that are of concern.

The Hazardous Materials Unit has been outfitted with identification equipment, hazard assessment equipment, personal protective equipment, control and containment equipment, and decontamination equipment.

During the 80's, equipment was added to the response unit as needs were identified. The original response unit proved to be too small for the current needs of our personnel, and a larger step-van was built to our specifications and placed in service in January 1991. The new vehicle has the much needed larger storage area for equipment and personnel comfort.

The new vehicle is equipped with a 6.5 KV diesel powered generator, a refrigerator, and a microwave oven. The storage area has open shelves with "crates" for the storage of equipment. The decontamination equipment is stored in green crates, the personal protective equipment is stored in yellow crates, and the leak stopping devices and equipment are stored in red crates. The color coding makes for easier locating of equipment. Each crate is marked as to its contents, and the shelves are also marked.

Equipment improvements during the year were limited due to budget constraints, but a heat detection instrument was purchased and a self-contained power fan was donated by Tempest Blowers.

The Hazardous Materials Support Unit quartered at Station 29 is a stake-bed truck with a hydraulic lift-gate. This vehicle carries a large supply of foam, 55 gallon overpack drums, numerous bags of absorbant material, and a 1500 gallon chemical resistant portable tank. The support unit is available by special call and will normally respond only with a driver.

Training for personnel this year has included in-house training for members of Station 36; a 24-hour recertification class for all Hazardous Material Technicians, the personnel of Rescue Squad 1 & 2, and the emergency responders from the Department of Public Health; the participation of the Hazardous Materials Response Team in the airport disaster drill at the International Airports conference in April; and the completion of the 200 hour hazardous materials class for ten members of the Fire Department and two members of the Department of Public Health. Forty-seven members of the Fire Department are certified Hazardous Materials Technicians. Twenty of these personnel work out of Station 36. To maintain compliance with federal OSHA laws, personnel who make a spot at Engine 36 or Battalion 2 must successfully complete the 200 hour State certified hazardous materials course. Additionally, next fiscal year, all personnel certified as Hazardous Materials Technicians will receive premium pay for this certificate. These same personnel are required to receive a full medical examination each year, which is another benefit of certification.

HIGH RISE COMMITTEE

The goals of the San Francisco Fire Department High-Rise Committee are three-fold:

1. Maintain a high degree of proficiency throughout the entire Department in high rise firefighting procedures.
2. Maintain a line of communication between the Department suppression personnel and various high rise building personnel - security personnel, engineering personnel, and building management.
3. Keep the Department abreast of changes occurring year to year in the laws governing high rise buildings.

During the month of November 1991, more than 350 members of the Department participated in our annual high rise orientation program. Many members of the Department do not operate routinely in high rise buildings, and the program is designed mainly for those members.

Six high rise training exercises were conducted over Memorial Day Weekend, May 1992. More than 350 members participated in the exercise. Each exercise trained members in the various operational procedures and the Incident Command System.

One focus of the training for next year will include the implementation of the Americans with Disabilities Act as it pertains to high rise buildings.

RAPID TRANSIT COMMITTEE

The goals of the BART/MUNI Metro Committee are to insure that training is provided to all members of the Department on a regular basis to insure safe operation for emergencies within these transit systems. To insure these goals are met, we conduct at least three drills within each system during each calendar year. BART transbay tube drills are a joint effort with the Oakland Fire Department. Three drills per year are also conducted within the MUNI Metro system. In addition, several familiarization drills are held for Fire Department personnel in the form of a station walk-through. In addition, the Department has participated in the annual Bart Multi-Casualty drill last year and will again during this summer.

Members of the committee meet on a regular basis with members of various fire departments around the Bay Area to discuss common problems and concerns regarding the BART system in an attempt to standardize emergency operations procedures. Members of the committee have been asked to provide information on transit system emergencies to various other fire departments including Portland-Oregon, Kent-England, and Los Angeles City-California.

Members of the committee are also actively involved in providing fire safety design input for the MUNI Metro Turnaround Project which will extend the MUNI underground from Embarcadero Station to Mission Bay, as well as monitoring the progress of the current BART dry to wet standpipe conversion project.

WATER/CLIFF RESCUE TEAM

The year 1991-92 has proven to be another progressive year for the growth and expansion of the Water/Cliff Rescue Team. In previous years, our emphasis has been on training new members on the basic skills as established by the American Red Cross. This past year, we have concentrated along two different avenues: first, we have stepped up training, placing emphasis on refining and elevating the level of rescuer ability beyond the minimums as accepted by National Standard. This was done in order to better prepare and meet the demands of our prevailing surf conditions. Second, we have taken strides forward in promoting multi-agency cooperation, both in training and actual incident management.

This past year saw the death rate from drownings in San Francisco rise to ten. This statistic demonstrates that more victims die in surf than in fires. It has been projected that this number will rise due in part to the expansion and development planned for the Land's End Area. The Surf Rescue Team responded to more than forty incidents this past year. We have instructed 50 members of the Department and 10 members from other agencies - Rangers from the Park Service (GGNRA), Members of the United States Coast Guard (USCG), and Paramedics from our EMS system in our Surf Rescue lifeguard program.

Members of the Cliff Rescue Team, Rescue Squads, Officers from Stations 34, 14, 18, Battalions 7 & 8, attended a two day climbing course instructed by the Golden Gate National Recreational Area Park Rangers. Since many of the rescues are a joint effort, this course has helped provide a means for us to familiarize and adapt to the Park Service rescue system. This past year, the Cliff Rescue Team participated in 33 rescues, the majority of which were with the Rangers from the GGNRA. (Twenty percent involved fall victims with multiple traumatic injuries.)

Under the direction of the Water Rescue Committee, a course was prepared and presented to the Battalion Chiefs and Chiefs' Aides on the Water Rescue Incident Command System. The course was established with the cooperation of the GGNRA (Park Service), USCG, EMS, and the Division of Training.

To assist in response and location determination, a computer enhanced map detailing the different target areas, access routes, and other pertinent information from Ocean Beach to the Bridge has been produced by the Water Rescue Committee. It is now in use and referenced by the different agencies involved: SFFD, Military Police, Presidio Fire Department, GGNRA, USCG boats and helicopters, US Park Police and EMS. Use of this map has resulted in another major step forward in Multi-Agency response, cooperation and scene management.

The SCUBA Rescue training program is in full swing. The two part training program (NAUI diving course and Fire Service Diver course) has produced 24 qualified Fire Service Rescue Divers. As part of the function of the Rescue Squads, these divers have become an effective underwater rescue team with a short response time. The FSR Divers are instructed not only in rescue but in under pier firefighting techniques, as well. A byproduct of the program is the research in cold water immersion. With this information, we hope to convert body recovery into positive convertible rescues.

We have began conducting and observing Surf Rescue Drills every Saturday. This training vehicle is being used to both instruct the members and critique the operation for possible improvements in response, approach, standards, and procedures. When appropriate, the USCG and GGNRA have been included in the drills.

Training and certification on the jet skis has been conducted for the members of Station 16 and Rescue 2. Portable radios have made it possible for the jet skis to be used in conjunction with other facets of the Water Rescue Team program. Work has begun on manuals for the SCUBA, Climbing, and the Water Rescue Team with the target date of November 1992. Once the Rope Rescue is adopted, weekly High Angle Climbing drills will be scheduled.

The top priority for next year will be locating a permanent home for the jet skis. Once this has been done, they will be fully operational. Our ongoing emphasis and commitment in the coming year will be to assure that all members of the various teams become totally proficient in their water, high angle and SCUBA Rescue techniques.

MUTUAL AID PROGRAM

The Fire Service, because of its complexity in services and at times the tremendous burdens it faces, must rely on a Mutual Aid System. No city is an island, and at any time the Fire Department may have to receive or contribute Mutual Aid Resources.

California has possibly the finest Mutual Aid System in the world (California State Mutual Aid System) and the San Francisco Fire Department is part of that system. San Francisco participates in two ways: one by supplying crews for our State Office of Emergency Service owned engine, or by supplying Department crews and equipment to another city in need.

The Department continually participates in actual mutual aid drills. This year we hosted a large exercise in which twenty-five (25) fire service departments participated along with other government and military agencies.

Two Strike Teams, Ten Engines, and Two Leaders were sent to "Wildland 92", a one day exercise in Woodside. The OES engine participated in drills in Marin and Sonoma counties.

This year the San Francisco Fire Department gave one of its largest commitments in history, to a mutual aid call. That call was to the Oakland Hills Fire. Two Strike Teams and other assorted equipment, additional firefighters, and command staff, were sent, for a total of over two hundred members committed to helping our Oakland neighbors.

PREVENTION



BUREAU OF FIRE PREVENTION

The Bureau of Fire Prevention's authorized strength during fiscal year 1991-92 was eighteen civilians and twenty-one uniformed inspectors. In addition, the Bureau has two fire protection engineers and six clerical positions. Nine uniformed officers are assigned to the Bureau to provide supervision and management.

The Bureau's Fire Inspection Tracking System (FITS) Computer system enables the Bureau to track Fire Code violations for which citations have been issued by Fire Inspectors. Building owners are obligated to pay a reinspection fee for the required follow-up inspection to ensure abatement of the Fire code violation. The reinspection fee program is currently generating \$49,066 annually.

The above program, along with the Annual High Rise Inspections, the Plan Checking Unit, and Fire Department Permits, generate 1.8 million dollars annually.

INSPECTIONS

Referrals received from outside agencies:

State Fire Marshal	334
Police Department	169
Department of Public Health	516
Bureau of Building Inspection	5, 260

Bureau of Fire Prevention Generated Activities

New SFFD Permit Inspections	765
Annual High Rise Inspections	476
Complaint Inspections	2, 587
Total Inspections Made	42,563

Fees Generated Through Inspections Conducted

Bureau of Building Inspection	\$994, 200
Annual High Rise Inspections	\$498, 234
New SFFD Permit Applications	\$ 87, 376
Reinspection Fees	\$ 47, 139
Infraction Fees	\$ 6, 275
Total Fees Generated	\$1, 633, 224

CODE DEVELOPMENT

The Bureau of Fire Prevention did not adopt the 1991 Uniform Fire Code with amendments which were to be known as the San Francisco Fire Code as projected in last year's annual report. Adoption of the 1991 San Francisco Fire Code was delayed to allow time to review the recently adopted California Fire Code to insure the uniformity of both codes. Uniformity of the codes is crucial since both codes address fire and life safety requirements and the Fire Department is required, pursuant to Health and Safety Code section 13146, to enforce building standards and other regulations of the State Fire Marshal pertaining to fire and life safety.

At this time, the proposed 1991 San Francisco Fire Code has been approved by the Fire Commission and will be presented to the Board of Supervisors for adoption. It is anticipated that the San Francisco Fire Code will be adopted and effective no later than January 1, 1993.

PLAN CHECKING

The Bureau of Fire Prevention, with six members under the supervision of a lieutenant, is assigned to check plans for alterations and new construction of buildings for compliance with laws and ordinances related to egress, fire protection, and fire spread control.

The Bureau of Fire Prevention and the Bureau of Building Inspection have established committees to review enforcement policies and to develop parameters for the design of required life safety components for buildings. These committees meet with the public and solicit their input to solve enforcement and procedural problems. Since such meetings have been part of the program, problems involving plan checking have diminished.

Recently the plan checking unit has been divided into three areas in order to improve the efficiency of the City's permit processing and related systems. The areas are as follows:

The first area is the construction services counter whose mission is to simplify and consolidate the permit process, and to provide, in one location, the authority for review and issuance of permits and when appropriate, a permit with a single visit by the applicant.

The second area is the Commercial Tenant Improvement (CTI) process. The intent of the CTI process is to provide a rapid architectural plan review for existing single tenant business office spaces on a single floor where no primary structural work and no change of occupancy occurs.

The third area has the responsibility to process the larger more complex projects requiring a greater length of time to review.

ACCELERATED CODE ENFORCEMENT

In abatement cases that become protracted or require correction through the assistance of the City Attorney or District Attorney, the Accelerated Code Enforcement Fire Inspector (A.C.E.) pursues the matter with appropriate legal authorities until a resolution is reached. If a case requires judicial action, the A.C.E. inspector represents the City and the San Francisco Fire Department as an expert witness.

The assignment includes the responsibility for the research of ownership and of property information pertinent to the case, participation in consultation, and court appearances. Additionally, the A.C.E. Inspector inspects and takes appropriate action on matters of immediate fire safety concerns as directed by the Fire Marshal.

Other activities performed in this area include inspections of City and County of San Francisco properties, structures and the San Francisco Housing Authority sites throughout the City. Additional responsibilities include participation with neighborhood task force groups throughout the City. The Task Force consists of Code Enforcement officers from the Fire Department, Police Department, Department of Public Health, Bureau of Building Inspection and the City Attorney.

PERMIT SECTION

The Permit Section of the Bureau of Fire Prevention is staffed by three fire inspectors and one permit clerk, under the supervision of a lieutenant. The section is responsible for the administration, evaluation, inspection, and issuance of permits for 52 activities regulated by Article Four of the Municipal Fire Code. Additional responsibility is to support the fire inspector assigned to the City and County Hazardous Materials Program.

During the fiscal year of 91-92, the permit section processed 760 new permit applications and renewed 2,184 SFFD permits issued by the Bureau of Fire Prevention in previous years. As part of staff support, fire inspectors witnessed underground tank removals and conducted hazardous material inspections.

INSTITUTIONS AND RESIDENTIAL CARE FACILITIES

The Institutions inspector is responsible for two inspection areas in the City. The first area involves the inspection of facilities providing 24-hour medical care and supervision. The scope of this assignment includes preliminary plan reviews and meetings, construction inspections, and maintenance inspections. With the passage of Assembly Bill 47, local fire authority involvement has been increasing. Our local requirements must be conveyed by our Institutions inspector prior to construction.

The second area of responsibility includes the inspection of detentional facilities. These include the City's jails, police station holding cells, work furlough programs, and juvenile halls.

San Francisco Sheriff's Facility

A new jail is currently under construction. We are working in conjunction with the Board of Corrections and the Office of the State Fire Marshal on this project.

San Francisco Mental Health Facility

Final meetings are being held with the Bureau of Architecture, San Francisco General Hospital, architects and engineers on this project which will "break ground" in September 1992. A new fire hydrant is being added on the complex to facilitate firefighting.

Kaiser Permanente Hospital

A new north tower wing has been added to the Kaiser Permanente Medical Center at 2425 Geary Boulevard. Final testing of various components was performed by our Institutions inspector and the Office of the Statewide Health and Planning Department's Fire Marshal. An upgraded fire alarm for the French Campus is currently under development, and meetings are currently taking place.

Juvenile Hall

This detentional facility is being upgraded to meet certain safety requirements as a result of a lawsuit.

Jewish Home for the Aged

A new 120 bed care facility will be added to this complex. This three-story, fire-resistive building will be equipped with a complete sprinkler system with three inch standpipe outlets for fire fighting. A new on-site fire hydrant will be added to this complex as the closest hydrant is one thousand feet away.

RESIDENTIAL CARE FACILITIES

The Residential Care Facilities (RCF) inspector is responsible for all state licensed residential care facilities that provide 24-hour care and supervision. These facilities are required to be inspected at the request of several state agencies to ascertain compliance with fire/life safety requirements.

The RCF inspector is involved with the planning of these facilities including reviewing construction plans that are submitted to the building department to ascertain compliance to state and San Francisco Building and Fire Codes. During construction, field inspections are performed to assure compliance.

Major Projects

Walden House	Shanti Project
Jalani House	Leland Group Home
Sequoias	Victorian Manor
The Carlisle	Buena Vista Manor
Pine Towers	St. Elizabeth - St. Joseph
Lombard Plaza	

<u>Type of Facility</u>	<u>Number inspected</u>
Mentally Ill/Developmentally Disabled	35
Residential Care Facilities & Group Homes	130
Alcohol/Drug Rehabilitation	55
Alcohol/Drug Detoxification	5
Hospices	5

HIGH RISE INSPECTION PROGRAM

The State of California, through the State Fire Marshal, has mandated that all regulated high rise buildings (75 feet or more in height) be inspected annually.

During fiscal year 1991-92, the Bureau of Fire Prevention High Rise Specialists inspected 476 buildings with a total of over 100 million square feet. These inspections generated total receipts of \$498, 234.

These inspections helped to remind the owners and tenants that it is an asset for the protection of life and property if the building is properly maintained, and that all fire and life safety protection systems are inspected, tested and certified according to established guidelines. The Bureau, through the High Rise Specialists is currently upgrading all high rise evacuation signs and facility emergency plans. The inspectors also conduct and critique high rise relocations, evacuations, and drills.

FIRE SUPPRESSION INSPECTION PROGRAMS

The Commercial Residential Inspection Safety Program (CRISP) is an inspection program performed by Fire Suppression personnel which targets business establishments and larger residential buildings. Excluded are buildings over 10,000 square feet ground floor area, those over 75 feet high, and one and two family dwellings.

This program permits first due companies to identify and eliminate hazards, prepare pre-fire plans, and identify and classify buildings for computer data storage and retrieval.

The Bureau of Fire Prevention stores the data and enforces code, ordinance and regulation compliance. A CRISP director serves as liaison, or intermediary, between the Suppression and Prevention personnel. A new CRISP program was introduced February, 1991 which established expanded inspection and enforcement responsibilities for field officers.

The following is a summary of CRISP totals for fiscal years 1986-1992:

<u>YEAR</u>	<u>INSPECTIONS</u>	<u>VIOLATIONS</u>	<u>CORRECTIONS</u>	<u>PERCENT CORRECTED</u>
1986-1987	14,804	507	318	63.0
1987-1988	10,351	440	238	54.0
1988-1989	10,030	459	250	54.0
1989-1990	6,880	312	231	74.0
1990-1991	9,264	409	290	71.0
1991-1992	8,295	164*	261	159.0**
1991-92	CRISP Program has been given the responsibility to inspect 19,000 R-1 (Residential - Hotel - Apt.) occupancies on a yearly basis as mandated by the State.			

* April 1992 - Violation entered as complaints to District Inspectors.

** Violation corrected from previous year.

SCHOOL INSPECTION PROGRAM

The San Francisco Unified School District consisting of 21 high schools, 16 middle schools, and 72 elementary schools is in its second year of a five year plan to correct deficiencies throughout its 109 schools.

The San Francisco Archdiocese consists of 7 high schools and 35 grammar schools. Each school abates its deficiencies on an individual school by school basis. These schools are inspected annually by the Bureau of Fire Prevention and four times a year by district fire companies along with a fire drill during each of these company inspections.

There are 46 private schools, 9 high schools, and 37 elementary schools from various affiliations based on religion, vocation, and educational needs. These schools are inspected in the same interval as the Archdiocese schools.

There are also 5 college and 6 university campuses, bringing the total schools inspected by the Bureau of Fire Prevention to 211.

It is the responsibility of the Bureau of Fire Prevention's School Inspector to insure compliance of all applicable federal, state and local codes in all phases of fire prevention.

DAY CARE FACILITIES

The Day Care inspector is responsible for facilities which provide less than twenty-four (24) hour care and supervision. This includes Child Care Centers, Infant Centers, School Age Centers, and Large Family Day Care Homes. All of these facilities are required to be licensed by several State Agencies which require inspection (fire clearance) prior to the issuance of their license, capacity change, owner change, address change as well as license renewals.

The Day Care inspector is also involved with the planning of these facilities. Prior to any renovation or construction, plans submitted to the Building Department as well as from the Office of the State Architect are reviewed to assure conformance with the California Building and Fire Codes as well as the San Francisco Building and Fire Codes.

Listed below are the types and number of facilities inspected by the Bureau of Fire Prevention's Day Care Facilities Inspector.

<u>TYPE OF FACILITY</u>	<u>NUMBER INSPECTED</u>
Large Family Day Care Homes	95
Infant Centers	17
School Age	38
Child Care Centers	225

HEALTH AND SAFETY SERVICES

One Fire Prevention inspector is assigned full-time to the Department of Public Health (DPH), Division of Toxics, Health and Safety Services. This inspector's duties include handling fire clearances for DPH hazardous materials permits, attending underground tank removals to evaluate fire and explosive hazards, providing formal and informal fire protection to DPH, and acting as a liaison between the DPH Toxics Division and the Bureau of Fire Prevention Permit Section.

The primary duty of the inspector in this assignment is to inspect sites requiring a DPH Hazardous Materials Permit. During the subject year, approximately 260 sites were cleared for permits. Private sites requiring inspection run the gamut of City business; examples include automotive, high-rise buildings, medical labs, and graphics. City and County sites requiring inspection include hospitals, sewage treatment plants, gardeners' storage, and Municipal Railway repair shops.

Underground tank removals in the subject year totalled approximately 130 tanks on 75 sites. Tank removals have increased this year because of regulations requiring that real estate transactions include disclosures of environmental problems such as hazardous waste. Media attention to home heating oil tanks has prompted many inquiries by property owners, real estate brokers, and financial institutions.

The DPH Toxics Division and the BFP Permit Section work closely on matters of mutual interest, and the inspector in this assignment transmits pertinent information between the two sections as well as general information between DPH and BFP.

FIRE INSPECTOR TRAINING

Fire inspectors receive approximately 23 hours of recurrent proficiency training at Headquarters each month.

Additionally, district inspectors and specialists attend specialized courses in codes and regulations, hazardous materials, hospital and institutional occupancies, public education programming, plan checking, and fireworks.

This fiscal year all inspectors have taken the Fire Prevention 1A and 1B courses. In addition, some inspectors have taken the Fire Instructor 1A and 1B courses.

The Bureau's personnel participate in monthly meetings of the Fire Prevention Officer's section of the California Fire Chief's Association.

Inspectors participated in State Fire Marshal courses on Title 24 and Title 19 and level two Fire Prevention Officers.

PUBLIC EDUCATION

The Public Education Unit has increased its ongoing outreach to the senior citizens of San Francisco to include an extensive program of earthquake preparedness and safety education. These groups have been addressed in community meetings, Senior Centers, Housing Authority meetings and hospitals.

As a result of recent changes in OSHA regulations, many small businesses as well as large corporations have created or expanded their safety information and training to include such subjects as exiting, fire safety, and fire extinguisher usage. These requests have increased as employers become aware of the need to train their employees to respond correctly to emergencies.

Many community groups, including senior citizens, neighborhoods, churches, schools and small businesses are involved in ongoing programs regarding earthquake preparedness. During Earthquake Week in April, 10 elementary schools participated in an earthquake drill, observed by engine companies and battalion chiefs, followed by their monthly full-evacuation fire drill.

For Fire Prevention Week this year, prevention information and materials were distributed to the public at a variety of public functions, including the San Francisco Fair - Youth Expo, Aquatic Park Fleet Week, and Children's Day around the Bay.

The Public Education Unit has assisted corporations in evacuation planning, earthquake supplies planning, fire extinguisher training, fire and/or earthquake drills, home planning for employees and site examination for non-structural hazards.

Along with other public safety agencies, the public education unit participates in safety fairs for employees at hospitals, schools, large corporations, and hotels.

DEPUTY FIRE MARSHAL - SAN FRANCISCO INTERNATIONAL AIRPORT

The Airport Fire Prevention Office, recently staffed with three inspectors, is responsible for all aspects of fire and life safety. This is accomplished through the following activities:

- 1) Inspect all structures annually to ensure fire suppression systems and equipment are installed and maintained in accordance with City, State, and Federal codes.
- 2) Review and approve plans regarding new construction and tenant improvement. This includes pre-construction meetings, progress meetings, and construction inspections.
- 3) Quarterly inspections of all fueling operations are required, encompassing fuel farms, above and below ground tanks, and all fueling vehicles.
- 4) Issuance of burning and welding permits and fuel vehicle inspection permits.
- 5) Monitor fire extinguisher certification and replacement for all City-owned properties.
- 6) Hazardous material inspections and incident mitigation.
- 7) Train and certify all airport personnel in fire extinguisher operation and hazardous material procedures. Maintain records of training.

Current Major Projects and Activities:

- Augmentation of a permit system for fueling vehicles
- Retrofit the sprinkler system for North Terminal
- Pre-action sprinkler system for the Communication Center
- In conjunction with the Federal Aviation Administration, coordinate fire egress with airfield security
- Construction of a new five-story open parking garage
- Construction of a new fire station
- Planning phase of a new International Airport which will double in size the current terminal's square footage

ASSISTANT FIRE MARSHAL - SAN FRANCISCO PORT COMMISSION

The Port of San Francisco has implemented a "hub operation" at Pier 90 that has dramatically increased the Port's cargo tonnage. The Port now holds a 21% market share of Bay Area international liner cargo. This increased traffic, with as many as four ships in port at one time, has lead to a corresponding increase in the amount of ship repair work. This repair work requires that the Port Fire Marshal board the vessels, conduct inspections, and issue "hot-work" permits.

Cotton was the Port's leading export commodity and North American newsprint remained as the Port's leading import commodity. Coffee is the second largest import commodity and the volume imported is expected to dramatically increase since San Francisco was recently awarded a Coffee Future Exchange contract.

The above data confirms that the cargo operations at the Port are healthy and expanding. In addition to cargo operations, the port hosts a wide variety of public assemblages. These events such as Festa Italiana and Fleet Week, bring thousands of visitors to the waterfront. The Port Fire Marshal takes a vital and active role in the planning and monitoring of these events. The Port Fire Marshal is also required to review and approve plans for new construction and tenant improvements as well as to conduct the on-site inspections of the approved construction. Attendance at property management conferences and a variety of committee memberships are among the many other duties of the Port Fire Marshal.

Current Major Projects and Activities

1. The Bridge Housing Corporation has almost completed a 108 unit family apartment project at Townsend and the Embarcadero. This affordable housing complex was sponsored by the San Francisco Redevelopment Agency. The first tenants are expected in October of 1992.
2. A permit issuance and renewal program has been implemented by the Port Fire Marshal. This program insures that all required San Francisco Fire Department permits, on property under Port jurisdiction, are issued by the Port Fire Marshal and renewed by him on an annual basis. The fees generated are retained by the Port and help to defray the cost of fireboat operations.
3. The Port and the San Francisco Fire Department have established a joint committee to investigate the problem of exiting from marine terminal facilities. Other jurisdictions are being surveyed regarding this problem and their responses will be incorporated into the committee findings. This is a timely matter with the increase in the number of dining yachts and the advent of charity casino cruises.

INVESTIGATION



BUREAU OF FIRE INVESTIGATION

ARSON TASK FORCE

The Bureau of Fire Investigation is responsible for investigation of cause, origin, and circumstances of every fire occurring in the City and County of San Francisco to ascertain whether the fire was accidental or of criminal origin.

The determination of origin and cause provides the foundation for the development of the factual and legal theory that is the basis for the Police section of the Arson Task Force. A thorough investigation, interview, and interrogation develops the case to be presented to the Court by the Assistant District Attorney assigned to the Task Force. All members - Investigators, Police Department Inspectors and the Assistance District Attorney - work diligently as a team. This team participates with federal, state and private organizations to provide extensive investigations using all resources available on an "as-needed" basis.

The Bureau of Fire Investigation personnel are all sworn peace officers and are directly involved in the arrest of suspects. They participate in the pre-trial conferences and trials in Civil and Criminal Courts to prosecute violators of fire laws. The extensive and detailed information obtained from these investigations makes it possible to develop and enforce codes, standards, and provide help in design, inspection and suppression features to prevent or control fire.

The Civil Disturbances, which occurred on April 30 and May 1, saw the Arson Task Force perform new duties and responsibilities. Due to the widespread nature of the disturbances, this unit established and staffed city-wide roving vehicles which worked in conjunction with Task Forces. The roving vehicles were established so that they could monitor and report on crowds and their movement, disturbance areas, traffic condition and routes of travel, and to investigate street boxes and reports of fire. All of this information was relayed to the Communications Center so that task forces could be kept continually updated.

During this 48 hour time period, there were 37 vehicle fires, 2 structure fires and hundreds of debris and trash fires to which fire department units responded. The roving vehicle concept was very successful and helped to reduce the number of fire department responses in disturbance areas and preserve firefighter safety.

During the 1991-92 fiscal year, the Arson Task Force was responsible for 59 felony and misdemeanor arrests for Arson offenses. Also, in cooperation with the Juvenile Court, there were 3 felony and juvenile misdemeanor arrests/citations. The San Francisco Arson Task Force has a high conviction rate for the Class I Arson crime. The national conviction rate is approximately 30% while the San Francisco Arson Task Force conviction rate is 54%.

During the fiscal year 1991-92, the Bureau of Fire Investigation responded to 763 incidents. This was an increase of 10% from the previous year.

Below is a comparison of the relevant Bureau of Fire Investigation/Arson Task Force statistics for fiscal years 1990-91 and 1991-92:

	<u>1990-91</u>	<u>1991-92</u>	<u>% Change</u>
Accidental Structure Fires	119	133	+ 12%
Incendiary Structure Fires	209	239	+ 14%
Incendiary Vehicles Fires	288	305	+ 6%
Attempt to Burn	18	20	+ 11%
Undetermined	33	48	+ 45%
False Alarm Incidents	22	16	- 27%

The Bureau of Fire Investigation responded to and assisted with the investigation of 52 greater alarms during fiscal year 1991-92.

ARSON EARLY WARNING SYSTEM

An important addition to the Arson Task Force, since its inception, has been the implementation of the Arson Early Warning System (AEWS). The primary purpose of the Arson Early Warning System is to reduce the number of arson fires caused by negligence and fraud. The Arson Early Warning System also facilitates background for cases under investigation by the Arson Task Force.

The Arson Early Warning System identifies "High Risk" properties, or "Possible Target Hazards," by analyzing structural, financial and ownership information having to do with a building. This information is primarily derived from public records and insurance information when available. The use of public/insurance data property profiling may be used by the San Francisco Arson Task Force for investigations. Property profiles provide valuable leads, expose possible motives, verify statements and give a history of the property. Furthermore, because of its use of extensive public data, the AEWS serves as an excellent property management system.

The AEWS relies on public records data, such as fire records, deeds of transfer and trust, service and mechanics liens, code violation/abatement reports, tax delinquency records, alteration permits, civil litigation files and other relevant data which is collected from public sources. This data is compiled with insurance information (if it may be ascertained who is providing coverage) into a property profile, and then analyzed to detect a potential arson-for-profit situation.

AEWS personnel may then take steps to intervene and prevent fires from occurring. If code violations are not abated, the property will then be referred to the City Attorney, who will commence civil litigation against those who have interest in title. Not only should arson-for-profit be reduced, but other fires resulting from negligence as well.

New target hazards are chosen based on referrals from within the San Francisco Fire Department, other city agencies, community persons, insurance companies and others. Properties, individuals and companies may be referred to the AEWS.

Current economic conditions seem to point towards a potential increase in Arson-for-Profit cases. The AEWS would help to identify and eliminate potential target hazards, and to "scare-off" those individuals and companies contemplating arson-for-profit.

A priority of this program is to immediately notify the insurer(s) of a target hazard, if known. The AEWS will provide the reasons why a property is considered a Target Hazard (excluding any confidential information), and will work with the insurer to prevent a possible fire and claim.

Currently, the Arson Early Warning Program is a manual system, requiring countless hours of research at City Hall assessing public documents. We are seeking funds, through grants and donations, so that we may computerize all necessary research work. Essentially we are creating a Local Area Network (LAN), thereby eliminating a costly and time consuming process while expediting our follow-up referrals.

As of this date, we have received a \$2000.00 grant from the Factory Mutual Engineering to assist in our computerization project. To achieve our goal, we hope to raise an additional \$15,000.00, with the help of other insurance companies and businesses.

FIRE FATALITIES

There were fifteen (15) fire fatalities during Fiscal Year 1991-92.

Fire fatalities for the past four years are as follows:

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
<u>Total Fatalities</u>	10	15	14	15
<u>Occupancy</u>				
Apartments	5	7	1	7
Dwellings	1	6	7	7
Hotels	0	0	1	0
Other	4	1	5	1
<u>Age Group</u>				
Under 15	0	3	2	2
15 thru 64	7	5	8	4
Over 64	3	7	4	9
<u>Cause of Fire</u>				
Smoking Materials	8	4	8	4
Heating-Cooking	0	4	0	0
Incendiary	1	1	2	3
Electrical	0	1	0	2
Other	1	5	4	6

SUPPORT



SUPPORT SERVICES ACTIVITIES

The Support Services Division is responsible for the supervision of various Bureaus and projects such as:

1. Bureau of Communications
2. Bureau of Engineering and Water Supply
3. Bureau of Equipment
4. Capital Improvement Projects
5. Fireboat Program
6. Clothing Department

The Division is also an active participant on various inter-departmental committees such as Interdepartmental Staff Committee on Traffic and Transportation (ISCOTT), Mission Bay Task Force, Presidio Task Force and the City's Water Reclamation Project. Support Services also has jurisdiction over Fire Department access and water supply for new developments as part of the building permit process.

On a routine basis, the Division prioritizes and processes repair and capital improvement requests for the Department's 55 facilities and forwards them to the Bureau of Building Repair which has the responsibility for maintenance and repairs.

Capital Improvement Programs

A. Auxiliary Water Supply System (A.W.S.S.) Bond Program (1986 Prop. A)

This \$46.2 million program provides for an integrated emergency firefighting water system for San Francisco's residential areas. When completed, the program will increase the number of cisterns, extend the high pressure water mains, add suction connections around the north and east perimeter of the City and various lakes, and rebuild the pumps at Pumping Stations 1 and 2.

As of this date, approximately \$37 million of the \$46.2 million bond issue has been spent on improvements to the A.W.S.S. during Phase I & II. These improvements include: the 3rd Street high pressure line, 8 cisterns in the Bayview district, pipelines and hydrants along Clarendon Street, 7th Avenue and 26th Street, conversion of the 0.5 million gallon tank at 44th Avenue and the installation of twenty motorized valves.

Phase II includes completing the remaining motorized valves, installing bay suction connections, constructing the Emergency Communications Center (ECC), installing pipelines out Mission to Ocean and through West Portal, installing the Richmond and Sunset cisterns and finally completing the radio data control circuit for the motorized valves.

B. Seismic Renovation Bond Program (1989 Prop. "A")

The 1989 Seismic Bond provided \$31.5 million for the Department to seismically strengthen 19 facilities or replace any of them if more economical. The Department has identified five or six facilities that may be rebuilt.

While the major focus of the program is to seismically upgrade the Department's facilities, the program also addresses asbestos, disability access, plumbing, electrical and mechanical upgrades.

Work has been completed on the seismically retrofit of the Arson Task Force. Construction work is to begin on Station 2 and 8 in the Fall of 1992. All the design work is completed for the building of new Stations at Stations 24, 37, and 44. Male/female privacy will be addressed in each of the above stations.

C. Emergency Generator Project

The Department will be receiving \$500,000 in a Federal Grant to complete the remainder of the generator project during this reporting period.

D. Station Modifications for Male/Female Privacy Needs

This program is to provide separate bathroom and changing facilities in the Department's larger stations and also provide minor alterations in the single engine companies.

Work has been completed on separate bathroom facilities in Stations 3, 5, 6, 12 and the Arson Task Force. Design work has been completed on Stations 7, 11, 15 & 38 with construction begin in 1992-93.

E. Improvement of Fire Department Facilities - Bond Issue

Money from this proposed Bond will complete the following Capital Improvements in all Fire Department stations and facilities: women's restrooms and locker facilities, seismic strengthening projects, plumbing, electrical upgrades, roof replacements, painting, driveway and foundation repairs, apparatus doors.

COMMUNICATIONS CENTER

The fiscal year ending June 30, 1992, was a normal year as far as the volume of SFFD emergency responses were concerned. There was a slight increase in the number of First Aid/Medical calls and essentially no change from the previous year's responses to Fires, Hazardous Materials Incidents, Building Alarms, or Service calls.

There was a slight increase in total dispatches this last year with a slight decrease in greater alarms as indicated below.

	<u>1989-90</u>	<u>1990-1991</u>	<u>1991-92</u>
<u>Incident Total</u>	59,712	57,497	59,232
By Telephone	49,387	47,838	50,336
Box Alarms	10,216	9,546	8,515
	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>
<u>Greater Alarms</u>			
Second Alarms	49	47	38
Third Alarms	13	11	14
Fourth Alarms	8	8	0
Fifth Alarms	2	2	0
Total Greater Alarms	72	68	52

During 1991-92, several new programs were initiated to improve radio communications and dispatching, both within the Department and with other agencies:

1. PC applications were implemented for the new computer-Aided Dispatch (CAD) System.
2. The foundation was laid for the changeover from our present reporting system to the updated California Fire Incident Reporting System (CFIRS) system, which will consolidate and streamline our written incident reports.
3. A direct line of communication was completed between the Communications Center and the Office of Emergency Services (OES) Command Center to be used in the event of a local or statewide emergency.
4. Communications Center increased the frequency of Manual Mode drills and trained more Chief Officers and Companies from the firefighting service in the operation of the Manual Mode Dispatching System.
5. Throughout the year, the personnel of the Communications Center presented lectures on Mutual Aid dispatching at seminars for the State OES Mutual Aid Program.

BUREAU OF ENGINEERING AND WATER SUPPLY

The Bureau of Engineering and Water Supply is responsible for the management, operation, maintenance and repair of the water supply systems used for furnishing water for fire combat. The Auxiliary Water Supply System (AWSS) is an independent water supply system which supplies fresh water for fire combat only. The AWSS is maintained by SFFD personnel and consists essentially of:

- Pumping Stations 1 & 2 (Salt Water Supply)
- Twin Peaks Storage Reservoir
- Jones Street & Ashbury Distributing Tanks
- High Pressure Hydrants (1515)
- 125 miles of high pressure water mains
- 156 Underground Storage Cisterns
- Two Fireboats (Guardian & Phoenix)
- Suction Hydrants & Connections

In addition, there are approximately 8,000 low pressure fire hydrants which supply fresh water for fire fighting. These hydrants are connected directly to the San Francisco Water Department domestic supply mains, and are maintained by SFFD personnel. In November of 1991 the citizenry of San Francisco passed a ballot measure to allow early retirement for City employees. This had a significant effect on the Bureau of Engineering and Water Supply, with the retirement of Andrew Nielsen - Senior Mechanical Engineer, as well as, Gene McGregor and Bill Costello - two Stationary Engineers from Pump Station II. Like many other City departments, the Water Supply is short handed due to the vacated positions, and some re-alignment of supervisory duties.

Work on the 1986 Fire Protection Bond is proceeding and during the last fiscal year flow meters were installed at Pump Station II. The overhaul of the Byron-Jackson pumps at Pump Station II is proceeding as well. The contract for asbestos removal at Pump Station I was advertised and awarded.

The extensions and additions to the Auxilliary Water Supply System (AWSS) are also proceeding. Work was begun on our suction connections around the Bay perimeter. The re-alignment of the AWSS for Muni's Upper Market Street was begun. Construction contracts were advertised and awarded for the Marina and Sunset cisterns and for the pipeline extension for the Bosworth/29th Street phase of the Ocean Avenue Project.

The design and engineering of other projects for the AWSS is ongoing and several projects are currently in contract preparation; most notable is our Telemetry/SCADA contract which will allow remote radio-controlled supervision and control of the AWSS valving.

Work at the reservoir at Twin Peaks is continuing and a joint program between the Sheriff's Department and SFFD has utilized some valuable free labor from the Sheriff's Work Alternative Program (SWAP) for groundskeeping maintenance at this facility. The AWSS personnel have installed a second 6 inch suction connection on the West Bay to afford more versatility to the Bureau of Equipment with Engine company pump tests.

No significant leaks or breaks were experienced this fiscal year. A new computerized valve maintenance program was initiated to record and document all valve operations. We are currently attempting to operate and document conditions of all system valves.

BUREAU OF EQUIPMENT

The Bureau of Equipment is staffed by one officer and eight firefighters. Responsibility for all scheduled and unscheduled maintenance and the inspection of the Department's motorized apparatus is the responsibility of the Bureau of Equipment.

The Bureau responds to all greater alarms and many special calls. Once at the scene of an incident they assist either by making emergency repairs, operating specialized equipment or by performing actual firefighting duties as requested by the incident commander.

The Bureau is responsible for the record keeping of vehicle operations, and inventories of all equipment carried on Department apparatus including hose. Suppression equipment purchases and station janitorial maintenance supply purchases and inventories are maintained through the Bureau of Equipment as well.

The Bureau is responsible for all repairs to equipment whenever the Central Repair Shops are closed or unable to provide the Department the services required. The Bureau works closely with other City departments when requested. During the past year the Bureau assisted other departments on nine different occasions.

The Bureau handled over 11,000 requests for materials, equipment, supplies, and repairs. They responded to 63 calls with the Fire Department's heavy wrecker.

The Bureau serviced or repaired over 2000 portable extinguishers last year. All of the Department's small power tools (Jaws of Life, chain saws, portable generators, etc.) are serviced and maintained by the Bureau of Equipment.

Captain Gilbert Moreno, Bureau of Equipment, has been honored with his selection to serve as a member of the newly formed NFPA Ground Ladder Technical Committee. This appointment is extremely important to the Department as we build and service our own ground ladders.

The personnel of the Bureau are involved in many national, state and local fire service organizations, either as Department representatives or committee members. Some of the better known organizations include N.A.F.E.R. (Northern Area Fire Equipment Research), Cal Fire Chiefs Mechanics Association, and International Fire Chiefs Mechanics Association. Through these associations the Department is able to gain invaluable information. Because of the experience and specialization of its personnel, the Bureau, as the Department's representative on equipment, is often asked to provide input to these organizations.

The Bureau, in conjunction with the Department's Apparatus and Equipment Committee, is responsible for keeping all our equipment specifications current. New equipment and ideas are evaluated by the committee. The committee sends its evaluations to the Chief of Department.

The Department has put in-service four (4) new 3-D/Spartan 1500 gpm pumpers (Engine companies 1, 7, 33 and 36) and is expecting delivery of two (2) Simon-LTI/Spartan, 106 foot tractor drawn aerials in December of 1992. (Truck Companies 1 and 7)

The Department's replacement of aerals and pumpers is being addressed through the City and County's lease purchase program.

Our annual aerial ladder testing program is on schedule. The preventive maintenance program is showing results. We have been operating at a 90% rate with our first line aerial trucks for the second year in a row.

SAN FRANCISCO FIRE DEPARTMENT VEHICLES

In-service Engine Companies	41
Relief Engines (Authorized 15) Actual	15
In-service Aerial Companies.....	18
Relief Aerials (Authorized 8) Actual	6
Heavy Rescue	2
Relief Rescue	1
Field Chiefs Vehicles.....	16
Relief Chiefs Vehicles	5
Miscellaneous Support Vehicles	31

BUREAU OF FIRE PREVENTION AND INVESTIGATION

Automobiles (Authorized 30) Actual	27
Van	1

BUREAU OF ENGINEERING AND WATER SUPPLY

Pickup Trucks, Valve Units	9
Pickup Trucks, Utility	9
Fork Lift.....	1
Autos	3

CLOTHING DEPOT

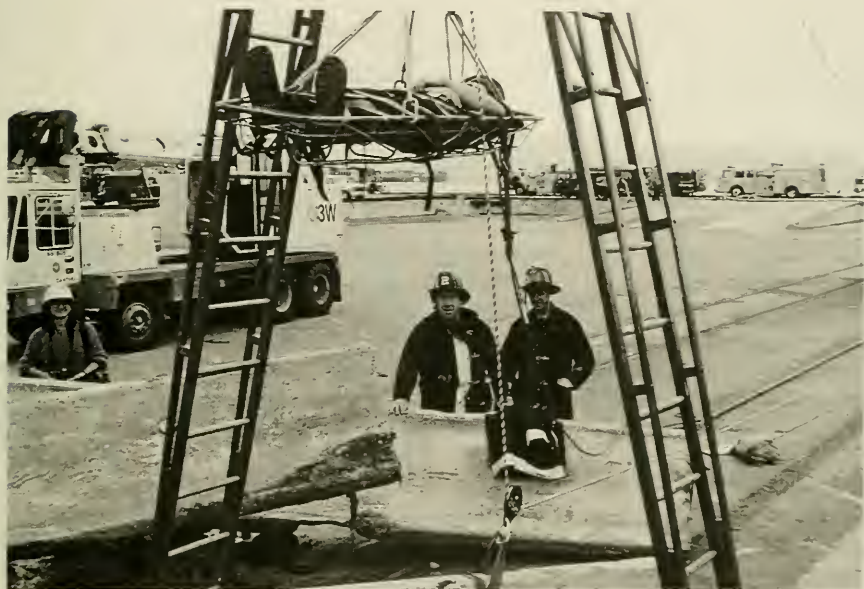
During 1992, the Clothing Depot in conjunction with the Uniform Committee, has taken a long hard look at protective clothing and how we outfit our firefighters. Safety-driven concerns and standards focused our attention on alleviating heat stress, reducing the weight of the protective clothing, and increasing maneuverability while retaining thermal protection. The result was that for the first time in nearly ten years, new specifications for protective clothing that incorporate these factors were finalized and the first order was placed. While this is only a beginning it is a significant step forward.

In continuing to meet the uniform needs of a changing Department, during 1992, the first maternity uniform was developed from our current station uniform and subsequently issued.

A 1992 goal to develop an automated inventory management system was overshadowed by budgetary constraints. With manual records still in place, this goal will carry over into 1993. Also, new technology in materials along with ever-changing standards for compliancy, dictates that during 1993 we take an in-depth look at our station uniforms and give a thorough evaluation of our firefighters needs and safety issues with regard to this uniform.

Achieving these goals and maintaining higher standards while remaining within a confining budget will continue to be our greatest challenge.

TRAINING



DIVISION OF TRAINING

Seventy-five (75) new firefighters began their firefighting careers at the Division of Training this fiscal year. All endured the rigorous 14 week training course and graduated as not only firefighters but as Emergency Medical Technicians (EMT's) as well.

WHITE MALE	19
WHITE FEMALE	06
BLACK MALE	12
BLACK FEMALE	00
HISPANIC MALE	13
HISPANIC FEMALE	01
ASIAN MALE	20
ASIAN FEMALE	00
FILIPINO MALE	04
FILIPINO FEMALE	00

Firefighters and firefighting have changed in the past decade with the skills necessary to best serve the community increasing significantly. It was not long ago that firefighters simply put out fires. Today, we are not only firefighters but also Medics, Hazardous Material Specialists, Rescue Specialists on both land and water, Prevention Specialists, Investigators, Fire Safety Inspectors, Instructors, Computer Specialists, Videographers, SCUBA Divers, and whatever else may be required to protect the life and property of our community. We learned from the 1989 earthquake that much more than fires occur during a disaster.

Because the Fire Department saw the need for increased medical assistance to the community, all those who graduate from the Division of Training now receive 135 hours of State Certified Emergency Medical Technician training. Additionally, they receive training on the operation of Defibrillators. Many incumbant firefighters have voluntarily taken the EMT training adding to the growing pool of Emergency Medical Technicians in the Department.

The Division of Training is about information. The kind of information necessary to save lives and property. And it is the responsibility of the Division of Training is to collect all material relevant to community safety, prevention, and protection and make certain that information is distributed, thoroughly learned, and proficiency practiced by all members of the firefighting force. The distribution of this information is constant. It requires time, skill, staff, and dedication. Firefighters are only as good as the training and information they receive. Firefighting is no longer about "strong backs and weak minds." Today's firefighter must be as much a student as he or she is a laborer. The physically exhausting work of firefighting will continue but with it comes the equally exhausting process of continued learning and information. Stong backs, strong minds.

The Division of Training is dedicated to providing this community with the best possible firefighting force available.

TRAINING
SFFD Annual Report 1991-92

IN-SERVICE ACTIVITIES

Fiscal Year 1991-92

Course/Evolution	Members	Training Hours
Battalion Chief's Week End Drills	940	1820
Civil Service Management, Batt. Chiefs	40	370
USF Management Training	43	688
Defibrillation/Med. Training	2210	6630
BART/Trans Bay Tube Drill	191	382
MUNI/METRO Drill	91	364
Hi-Angle Rope Rescue Course (GGNRA)	30	750
Surf Rescue Incident Command Course	66	198
Surf Rescue Drills (Open ocean)	120	360
High Rise Bldg Orientation	730	1466
Wildland Strike Ldr/Safety Course	20	60
OES Apparatus Orientation Course	109	327
Basic SCUBA (Underwater) Course	12	160
Diver Re-Certification Course	30	480
Diver Support Operations Course	63	190
Extrication Drills	150	450
Rescue Company Rope Rescue Drills	10	40
Portable Water System (5" Hose) Drills	442	1326
Hearing Conservation Class	210	315
Shipboard Firefighting Drill (Shipboard)	41	123
A-B-C Work Shift Orientation Class	180	360
Company Officer Orientation Course	90	2160
Hazardous Materials Technician Course	52	1248
CSC Training "Supervisor as Coach"	49	1008
Investigation Training, Batt. Chiefs	43	344
TOTALS:	5962	21,619

EMERGENCY MEDICAL COORDINATOR

- Developed SFFD Medical Protocols and Lesson Plans
- Coordinated Medical Quality Assurance Program
- Coordinated Training for SFFD Medical Trainers
- Functioned as EMS Liaison Officer with Dept. of Public Health
- Coordinated UCSF Training Involvement
- Implemented CPR Research Project in conjunction with UCSF
- Scheduled/Tracked all SFFD Medical Training

Special Functions and Activities

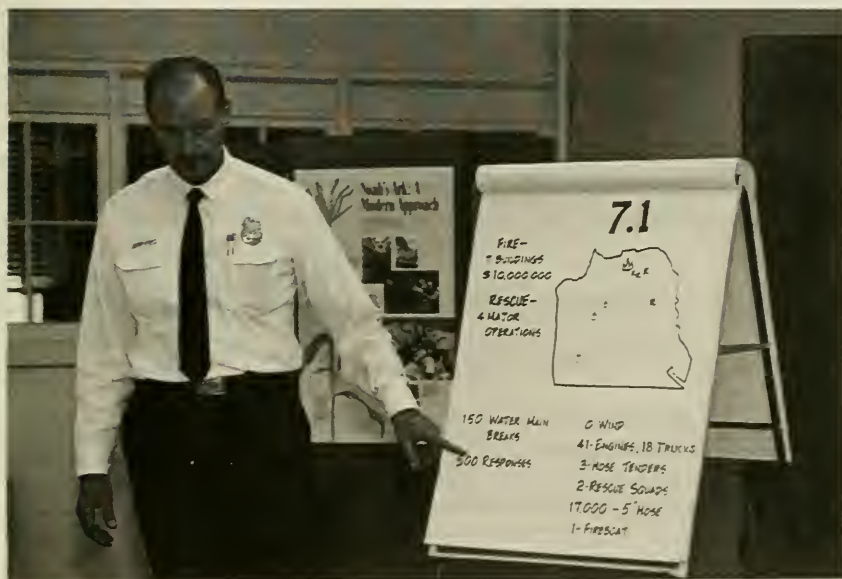
- Fire Reserve Drills (48) during FY 91-92
- Fire Reserve Command Staff Drill (Burning Ship Exercise)
- Physical Fitness Training for Firefighter Candidates
- Hosted Earthquake Preparedness Committee Meeting
- Hosted SF Police Dept. Special Weapons Team Training
- Hosted Illness/Injury Prevention Committee Meeting
- Hosted Rescue Squad Utilization Committee
- Hosted UCSF Paramedic Training Session
- Hosted Los Bomberos (Latin FF Association) Pre-Training Program
- Hosted State Fire Marshal Certification Courses
- SF Police Department utilized Drill Tower for Special Operations -CDL Renewal Program (A, B, C Restricted) - Health Check Program Management - Management of Educational Incentive Pay Program
- Training Information Management (SUNSTAR)
- Provided Photo/Video Service
- Provided Support to Fire Exam Unit; H-30 Captain Examination
- Provided Support to Fire Exam Unit; H-2 Firefighter Job Analysis
- Provided Support to Fire Exam Unit; PAT Standardization Testing
- Assisted the Bureau of Equipment with Pump Malfunction Investigation
- Continued Manual Revision Project
- Evaluated Computer Software
- Staff Responded to Thirteen (13) Incidents
- Division Used as Staging Area during LA Riots Demonstrations

HEALTH AND PHYSICAL FITNESS PROGRAM

Since the January 1989 opening of the San Francisco Fire Department Fitness Center, there continues to be a steady increase in usage of the Fitness Center facilities by officers, firefighters, and candidates. In Fiscal Year 1991-92, approximately 425 individuals per month utilized the Fitness Center.

The Pre-Recruit Training Program is an on-going fitness program for those individuals interested in becoming San Francisco firefighters. In July 1992, the Department's three month weight training program will be offered to those who are eligible to take the Physical Abilities Test (PAT). All the candidates will be given the opportunity to practice and train on the various events that will make up the physical abilities test.

EARTHQUAKE TASKFORCE



EARTHQUAKE TASK FORCE

As major disasters continue to plague our communities, we continue to respond and prepare. As we learn, plan and practice, 1991-92 was a milestone in our progress.

Three major events that need to be highlighted include:

1. The "Tunnel Fire"
2. Disaster Training for Response Agencies
3. Disaster Training for the Public

Disaster Operations

The Oakland Hills fire of October 20, 1991 will be long remembered in Bay Area disaster history. The "Tunnel Fire", as it is now known, took 25 lives and destroyed over 3,000 homes. It was the largest conflagration since the San Francisco Fire of 1906. Over 1,500 acres of residential hillside homes were destroyed, causing over \$1.5 billion dollars of damage.

The San Francisco Fire Department was quick to respond to our neighbors' needs. Within minutes of the request, the San Francisco Fire Department strike teams were heading east with the mutual aid that would continue for nine days. In all, 22 units and 281 firefighters responded. Nine of our people were injured, and lost 92 work days.

Nearly 1,800 firefighters from throughout the State fought heroically to control the fire.

Disaster Drill

The annual Pier 32 disaster drill was held on April 16, 1991. This exercise, with the San Francisco Fire Department's leadership, has grown to be the largest disaster drill in Northern California. Under the direction of Battalion Chief Greg Abel, an earthquake and fire scenario was developed. The Incident Command System was established with three operational divisions. Groups established included:

- Communications
- Water Supply
- Marine
- Air
- Urban Search and Rescue

Participants included:

- Twenty Bay Area Fire Departments from Marin, Contra Costa, Alameda and San Mateo Counties
- U.S. Navy USS Jason
- Treasure Island Fire Department
- Tug (fire) boats

- U.S. Marine Corps Helicopters
- California Office of Emergency Services
- San Francisco Department of Public Works
- American Red Cross
- Pacific Bell
- Pacific Gas and Electricity
- 15 Ham Operators
- San Rafael Yacht Club
- San Francisco Firefighters, Local 798
- The San Francisco Fire Department

Neighborhood Emergency Response Teams

The Neighborhood Emergency Response Team Training was developed in 1990 in reaction to the Fire Department's critique of the Loma Prieta earthquake and the public's demand for a greater level of individual disaster preparedness.

The NERT Training, as it is commonly known, was developed by the San Francisco Fire Department from a similar program in Los Angeles. It was specifically adapted to our city and its population. It is an initial fifteen hour "hands-on" training in disaster preparedness for individual San Franciscans. Semi-annual exercises were held in October 1991 and April 1992.

The first NERT group, Marine #1, was graduated in October 1990. On June 3, 1992, we graduated our 16th team. Our total NERT population is now over 500.

The NERT teams are usually Neighborhood Homeowners Associations, SAFE groups and worksite groups as their initial identificaion. They have identifying helmets and vests with their NERT designation, i.e. "Civic Center 1 or Noe Valley II", etc. They store disaster supplies, i.e. tools, blankets, food, water, etc. They are both registered "Disaster Service Worker" and better prepared individual citizens of San Francisco.

Ray Connors

SF

F55

#1

1992-93

SAN FRANCISCO FIRE DEPARTMENT



CONFIDENTIAL

ANNUAL REPORT 1992-93

DOCUMENTS DEPT.

APR - 1 2002

SAN FRANCISCO
PUBLIC LIBRARY



JOSEPH A. MEDINA
CHIEF OF DEPARTMENT

CITY AND COUNTY OF SAN FRANCISCO
SAN FRANCISCO FIRE DEPARTMENT

JOSEPH A. MEDINA, *Chief of Department*
JAMES P. OLSON, *Deputy Chief...Operations*
HOWARD L. SLATER, *Deputy Chief...Administration*



260 GOLDEN GATE AVENUE
SAN FRANCISCO, CALIFORNIA, 94102
(415) 861-8000, EXTENSION 281

June 1, 1994

Honorable President and
Members of the Fire Commission

Dear Commissioners:

In accordance with Charter Section 3.501, I respectfully submit the San Francisco Fire Department's Annual Report for fiscal year 1992-93 to you and the citizens of San Francisco.

The Annual Report is a detailed description of the functions and services the Fire Department provides to the 1,500,000 people who are present in our City throughout each day. This fiscal year marks accomplishment, growth and history within the Department, and this report is reflective of its unending dedication to providing a modern and progressive fire service for the community it serves.

The number of department responses to emergencies increased slightly during the year as well as the number of false alarms. For the 16th year in a row, the Division of Airports received the Aviation Safety Institute Award for its safety and emergency preparedness efforts. The Water/Cliff Rescue Team became fully operational with Jet Skis and they have already proven their effectiveness. The jet skis have been used for aiding wind surfers and for those swimming from Alcatraz to San Francisco. The Department was also able to secure a surplus United States Coast Guard 20-foot Avon rigid-hulled inflatable boat that will be primarily used for SCUBA rescue operations.

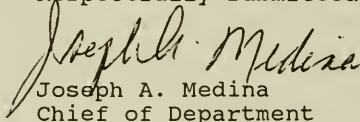
From the 1986 Proposition A Measurement for the Auxiliary Water Supply System (AWSS), approximately \$41 million of the allocated \$46.2 million has been spent on improvements to the AWSS during Phase I and II. The Facilities Renovation Program, under the 1989 Seismic Bond Program and the 1992 Fire Department Improvement Bond Program (approximately \$72 million of Capitol Improvements), has worked to rebuild Stations 2 and 8 and to create separate bathroom facilities and changing areas for men and women in Stations 7, 11, 15 and 38. Pump Station 1 at Second and Townsend is the future site of the Fire Department's headquarters. The design phase is almost complete and construction for this project should start in early 1994.

Honorable President and
Members of the Fire Commission
Page 2
June 1, 1994

The Department conducted a large recruitment effort this past fiscal year for the H-2 firefighter exam administered in April, 1994. The recruitment Unit was established specifically for the purpose of gaining a greater representation of minority and women candidates. The Recruitment Team worked many hours hosting orientation sessions, canvassing communities, setting up booths at community and cultural events and making many telephone calls to keep candidates up to date on upcoming events.

Members of the Fire Department are grateful to the Mayor, the Fire Commission, the Board of Supervisors, other public officials and the people of this city for providing the support that allows the men and women of the San Francisco Fire Department to continue to deliver the finest in life safety and fire protection services.

Respectfully submitted,


Joseph A. Medina
Chief of Department

JAM:ff



Mayor Frank Jordan



Chief of Department - Joseph A. Medina

Fire Commission



Left to Right - Commissioner Charles D. Morrow, Commissioner Thomas T. Ng,
President John A. Ertola, Vice President Laurence D. Griffin, Commissioner
Norma Molinar.



James P. Olson, Deputy Chief . . . Operations



Howard L. Slater, Deputy Chief . . . Administration



Assistant Deputy Chief II Frank Scales, Jr.
Division of Support Services



Assistant Chief Richard E. Condon
Fire Marshal, Division of Fire Prevention & Investigation



Assistant Chief Alberto B. DaCunha
Division of Training



Assistant Chief Robert L. Demmons
Division of Management Services



Assistant Chief James R. Lynch
Project Manager, Bond Program



Assistant Chief Arthur B. Citron
Division of Airports



Assistant Chief David F. McCarroll
Division 2



Assistant Chief Daniel E. Barden
Division 2



Assistant Chief Dennis Callahan
Division 2 - Swing



Assistant Chief Gary L. Musante
Division 2



Assistant Chief William M. Shaughnessy
Division 3



Assistant Chief William G. Richardson
Division 3



Assistant Chief Arthur W. Kenney, Jr.
Division 3



Joseph A. Medina
CHIEF OF DEPARTMENT

*San Francisco Fire Department
Annual Report 1992-93*

TABLE OF CONTENTS

Letter of Transmittal	
Message from Chief of Department	

ADMINISTRATION

Headquarters Personnel	1
Fiscal	3
Personnel	6
Personnel budget	6
Separations from Service (Uniformed Force)	8
Appointments	11
Separations from Service (Civilian)	15
Appointments	16
Disciplinary Action	16A
Disability Injuries	17
Toy Program	20
Pioneer Memorial Museum	22
St. Francis Hook and Ladder Society	22
Human Relations	24
Stress Program	25
Department Physician	26

DIVISION OF MANAGEMENT SERVICES

Management Services Activities	28
Recruitment/Retention	29
Training Programs	29
Standard Operating Procedures Committee	30
F.L.A.M.E.	30
Bureau of Personnel	31
Meritorious Commendations	33
Investigative Services Bureau	34
Vehicle Accidents	36
Meritorious Commendations	39

SUPPRESSION

Firefighting and Rescue	40
Fire Department Response	40
Division of Airports	46
Hazardous Materials Program	48
Water/Cliff/Scuba Rescue Team	50
Mutual Aid	51

TABLE OF CONTENTS

(Continued)

DIVISION OF FIRE PREVENTION & INVESTIGATION

Bureau of Fire Prevention	52
District Inspectors	52
Code Development	53
Plan Checking	53
Accelerated Code Enforcement	54
Permit Section.....	54
Institutions Inspector	55
Residential Care Facilities	56
High-Rise Inspection Program	57
Fire Suppression Inspection Program	57
School Inspection Program	57
Day Care Facilities	58
Health and Safety Services	59
Fire Inspector Training.....	59
Public Education	60
Airport Fire Marshal	61
Port Fire Marshal	62
 Bureau of Fire Investigation	63
Arson Early Warning System	65
Fire Fatalities	66

DIVISION OF SUPPORT SERVICES

Support Services Activities	67
Capital Improvement Projects	67
Communications Center	69
Bureau of Engineering and Water Supply.....	70
Bureau of Equipment	71

DIVISION OF TRAINING

Division of Training Summary.....	73
In-Service Activities.....	74
Health and Physical Fitness Program.....	75
Medical Services	76
Defibrillation Program	76
Emergency Medical Responses	77
Medical Training.....	77

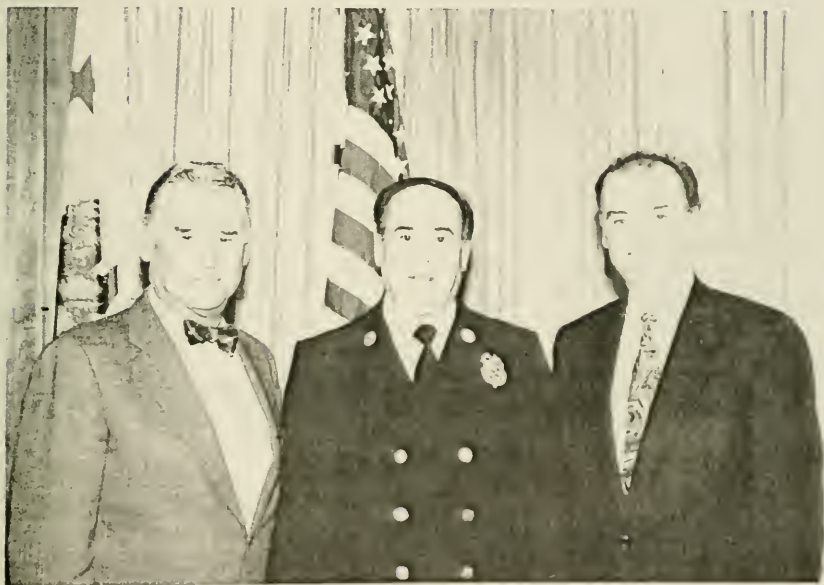
NEIGHBORHOOD EMERGENCY RESPONSE TEAM

Neighborhood Emergency Response Team.....	78
---	----

DEPARTMENT COMMITTEES

Summary of activities of various Department committees	79
--	----

ADMINISTRATION



SAN FRANCISCO FIRE DEPARTMENT
HEADQUARTERS
260 Golden Gate Avenue
San Francisco, CA 94102

FIRE COMMISSION

John A. Ertola	- President	
Laurence D. Griffin	- Vice President	
Norma M. Molinar	- Commissioner	
Charles D. Morrow	- Commissioner	
Thomas T. Ng	- Commissioner	
Raymond G. Connors	- Fire Commission Secretary	Room 204

ADMINISTRATION

Chief of Department		
Joseph A. Medina		Room 225
Deputy Chief of Department		
James P. Olson		Room 225
Assistant Deputy Chief		
Howard L. Slater		Room 209
Division of Fire Prevention and Investigation		
Richard E. Condon - Fire Marshal		Room 327
Division of Support Services		
Frank Scales, Jr. - Assistant Deputy Chief II		Room 210
Division of Management Services		
Robert L. Demmons - Assistant Chief		Room 312
Personnel Center		
Richard J. Seyler - Battalion Chief		Room 314
Bureau of Engineering and Water Supply		
Steven I. Van Dyke		Room 219
Fire Department Physician		
Deborah J. Owen, M.D.		Room 307

Division 1 - Suppression (Deactivated 9-23-92)

Division 2

Gary L. Musante	- Division Commander	Station 5
-----------------	----------------------	-----------

Division 3

William M. Shaughnessy	- Division Commander (Assigned 7-22-92)	Station 7
------------------------	--	-----------

Division of Airports

Arthur R. Citron	- Assistant Chief	S.F. Internat'l Airport
------------------	-------------------	----------------------------

Division of Training

Alberto B. DaCunha	- Assistant Chief	2310 Folsom Street
--------------------	-------------------	-----------------------

Bureau of Equipment

Gilbert A. Moreno	- Special Services Officer	2501 - 25th Street
-------------------	----------------------------	-----------------------

Bureau of Communications

Gary J. Torres	- Battalion Chief	1003 Turk Street
----------------	-------------------	---------------------

Bureau of Investigative Services

Bernie Lee	- Captain	260 Golden
Vincent Nolan	(Assigned 5-30-93)	Gate Avenue

FIRE DEPARTMENT CHAPLAINS

Catholic Chaplain

Father John Greene	- St. Michael's Church
Father John Wester	- Mission Dolores

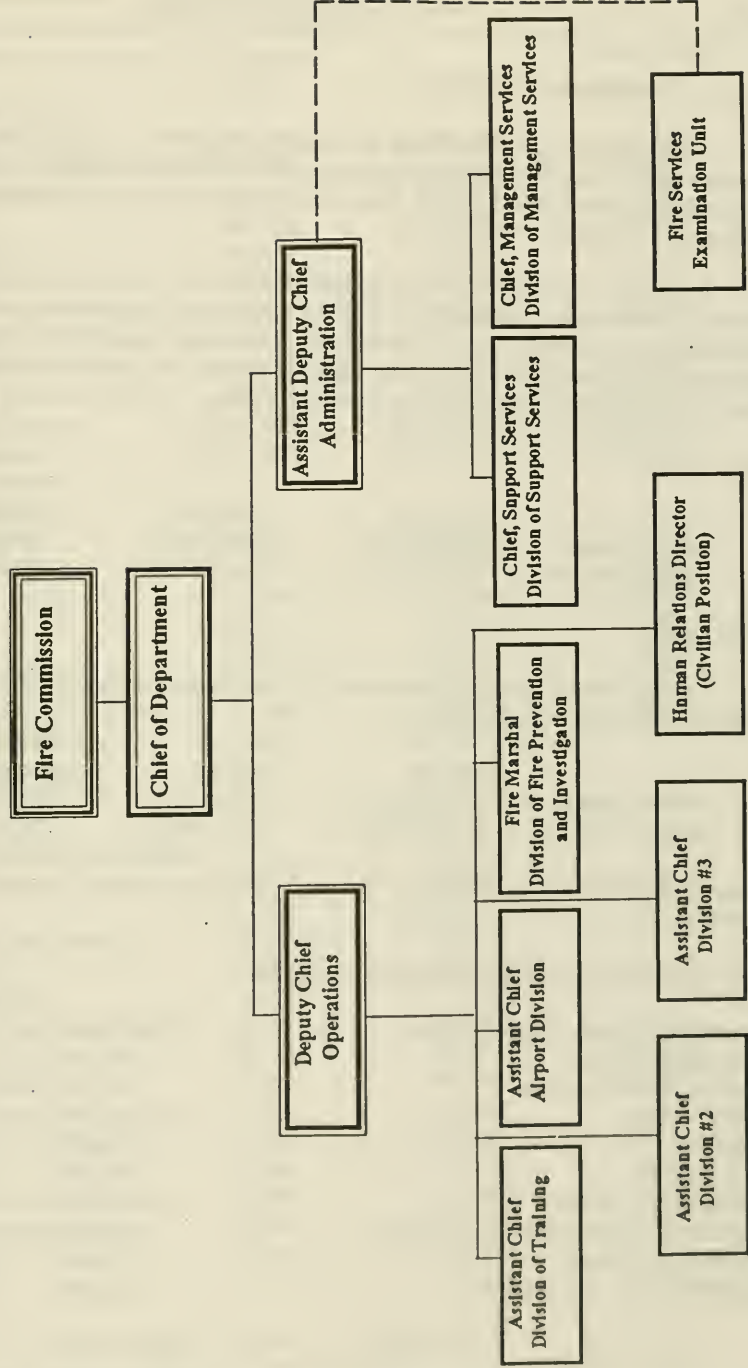
Jewish Chaplain

Rabbi Martin Weiner	- Temple Sherith Israel
---------------------	-------------------------

Protestant Chaplain

Reverend James McCray, Jr.	- Jones Memorial United Methodist Church
----------------------------	--

San Francisco Fire Department
SENIOR MANAGEMENT AND ADMINISTRATIVE POSITIONS



FISCAL

BUDGET - PERSONNEL COST

Upon passage of the 1990 Charter Amendment (Proposition D), a four-year Memorandum of Understanding was executed covering fiscal years 1991-92 through 1994-95. No pay raise or benefits were provided for 1991-92. A five percent pay raise and various other benefits were provided for each of the remaining years.

The annual survey of rates of compensation paid police officers/firefighters employed in cities in California with a population of 350,000 or more, is still conducted by the Civil Service Commission in accord with Charter Section 8.405. This survey is applicable to retired police officers/firefighters only. They receive the higher of the pay raise based on the survey or the terms of the MOU applicable to active police officers/firefighters.

Personnel Costs

	<u>1991-1992</u>	<u>1992-1993</u>	<u>Increase (Decrease)</u>
Revised Budget	\$80,648,043	\$81,650,254	\$1,002,211
Actual Expended	\$78,370,539	\$80,508,158	\$2,137,619

Budget - Data

During 1992-1993, budget allowances and expenditures compared to 1991-1992 for the Fire Department were as follows:

	<u>1991-92</u>	<u>1992-93</u>	<u>Increase (Decrease)</u>
Revised Budget	\$155,050,014	\$141,853,549	(\$13,196,765)*
Actual Expended	\$145,572,335	\$137,199,192	(\$8,373,143)*

*Decrease primarily due to reduction in City's share of retirement costs from 60% of salary to 50% of salary.

Expenditure categories and percentages are as follows:

Personal Services and Fringe Benefits	\$126,061,162	91.88%
Professional Services	610,159	0.70%
Other Contractual Services	235,149	0.16%
Travel/Training	92,988	0.06%
Telephone	256,766	0.18%
Other Services	124,493	0.09%
Materials and Supplies	927,305	0.64%
Fixed Charges (meritorious awards, dues)	47,272	0.03%
Equipment Purchases	1,636,221	1.12%
Services of Other Departments	8,226,448	5.65%
TOTAL	\$145,572,335	100.00%

ADMINISTRATION
SFFD Annual Report 1992-93

Recapitulation of Budget Allowances and Expenditures.			
<u>Description</u>	Budget	Expended	Under/(Over) Expended
Personnel Salary and Wages			
Permanent Salaries - Misc.	\$3,033,985	\$2,900,681	\$133,304
Permanent Salaries - Uniform	73,258,354	71,739,550	1,518,804
Permanent Salaries - Craft	881,316	879,361	1,955
Differential Pay	384,732	886,361	(501,425)
Temporary Salaries	204,403	215,577	(11,174)
Overtime	117,826	100,168	17,658
Holiday Pay	5,056,644	4,754,014	302,630
Extended Work Week			
Extended Work Week - City	2,711,486	3,077,694	(366,208)
Extended Work Week - AP & Port	1,058,152	708,970	349,182
Mandatory Fringe Benefits	43,237,995	40,798,990	2,439,005
Subtotal	129,944,893	126,061,162	3,883,731
Non-Personnel Services			
Professional Services	783,331	610,159	173,172
Other Contractual Services	318,986	315,278	3,708
Travel/Training	6,089	24,745	(18,656)
Telephone	262,460	243,563	18,897
Other Services	43,612	39,256	4,356
Materials and Supplies	783,812	755,539	28,273
Fixed Charges (merit. awards, dues)	49,494	43,553	5,941
Equipment Purchases/Leases	1,703,598	1,703,598	0
Services of Other Departments			
Police	22,563	22,563	0
Health Dept. -			
SFGH/HazMat/Medical Examiner	157,485	157,959	0
Electricity	38,250	50,959	(12,709)
Central Shops	2,514,602	2,529,220	(14,618)
Civil Service - Exams/Training	400,415	380,915	19,500
Water Department	20,630	51,774	(31,144)
DPW - Street Cleaning	1,318	1,318	0
DPW - Sewer Service Charges	48,506	76,521	(28,015)
DPW - Building Repair	66,744	52,852	13,892
Light, Heat, and Power	394,435	306,126	88,309
Toxic Waste & Hazardous Materials	54,200	54,200	0
Retirement-Worker's Compensation	4,042,239	3,558,305	483,934
Controller - ISD	12,854	9,991	2,863
CAO - Insurance and Risk Reduction	15,000	6,780	8,220
Purchasing-Reproduction/Mailing	51,283	21,656	29,627
Port Commission	116,450	116,450	0
Recreation & Park	0	5,224	(5,224)
TOTAL	\$141,853,249	\$137,199,192	\$4,654,057

Department Revenues

Estimated revenues and amounts collected during 1992-93 were as follows:

<u>Amount</u>	<u>Description</u>	<u>Estimated</u>	<u>Collected</u>
7099	Other Gov't Charges	\$3,802	\$4,530
7168	Fire Plan Checking	441,426	667,497
7169	Fire Inspection Fees	222,000	221,384
7170	High Rise Fire Inspection Fee	416,316	418,419
7171	SFFD Tax Coll Renewal Fee	165,294	421,121
7172	SFFD Original Filing - Posting Fee	127,996	146,300
7192	Roof Damage Cover Rental	1,674	404
	Misc. Service Charges	55,766	53,707
	Other Public Safety Charges	0	38,239
	TOTAL	\$1,474,274	\$2,017,092

SAN FRANCISCO FIRE DEPARTMENT
AUTHORIZED PERSONNEL BUDGET - 1992-1993

NON-UNIFORMED PERSONNEL

CONSENT DECREE:	1	1203 Personnel Technician
	1	1233 EEO Programs Specialist
	1	1231 Asst. Manager, EEO Programs
	1	1244 Sr. Personnel Analyst
	3	1242 Personnel Analyst
	1	1246 Princ. Personnel Analyst
	1	1248 Asst. Div. Mgr., Personnel
	1	1446 Secretary II
	1	1808 MIS Technician I
PREVENTION:	1	1424 Clerk Typist
	3	1426 Sr. Clerk Typist
	1	1446 Secretary II
	1	1450 Executive Secretary I
	2	5215 Fire Protection Engineer
	18	6281 Fire Safety Inspector II*
INVESTIGATION:	1	1426 Sr. Clerk Typist
SUPPORT SERVICES:	1	1450 Executive Secretary I
	1	1924 Materials & Supplies Supv.
	1	5362 Civil Engineer Asst. II
	1	7205 Chief Stationary Engineer
	1	7230 Water System Supv.
	1	7323 Water System Asst. Supv.
	3	7334 Stationary Engineer
	1	7335 Sr. Stationary Engineer
	8	7338 Utility Plumber
	1	A712 Hydrant Service Person
	2	7514 General Laborer
ADMINISTRATION:	5	0160 Member, Fire Commission
	1	1202 Personnel Clerk
	1	1204 Sr. Personnel Clerk
	2	1220 Payroll Clerk
	2	1222 Sr. Payroll & Personnel Clerk
	1	1224 Princ. Payroll & Pers. Clerk
	2	1424 Clerk Typist
	2	1426 Sr. Clerk Typist
	1	1446 Secretary II

2	1450 Executive Secretary I
1	1454 Executive Secretary III
1	1540 Secretary, Fire Commission
1	1650 Accountant
1	1654 Principal Accountant
1	1708 Sr. Telephone Operator
1	1819 MIS Specialist III
1	1842 Management Assistant
1	1844 Sr. Management Assistant
1	1880 Chief of Systems
1	2230 Physician Specialist (P/T)
1	2232 Sr. Physician Specialist

TRAINING:	1	1426 Sr. Clerk Typist
-----------	---	-----------------------

Total Non-Uniformed Personnel	90
-------------------------------	----

Total Uniformed Personnel	1514
---------------------------	------

TOTAL Department Personnel	<u>1604</u>
----------------------------	-------------

* One 6281 is assigned to, and funded by, DPH

SEPARATIONS FROM SERVICE - UNIFORMED FORCE

(See page 10 for description of separation)

<u>Rank/Name</u>	<u>Effective Date</u>	<u>Type of Separation</u>
<u>0140 Chief of Department</u> Frederick F. Postel	Jul. 21, 1992	Ind. Dis.
<u>0150 Deputy Chief of Department</u> Michael T. Farrell	Jul. 04, 1992	S
<u>0145 Asst. Deputy Chief</u> John F. Boscacci	Sep. 01, 1992	Ind. Dis.
<u>H50 Assistant Chief</u> Patrick Connolly	Dec. 01, 1992	Ind. Dis.
<u>H40 Battalion Chief</u> John Tizio	Apr. 30, 1993	Ind. Dis.
<u>H32 Captain, Div. FP&I</u> John B. Drocco	Jan. 30, 1993	S
<u>H30 Captain</u> Paul J. Davis	Jul. 07, 1992	Ind. Dis.
Phillip R. Kavanaugh	Dec. 31, 1992	Death
John L. Rebholtz	Jan. 31, 1993	S
Donald E. Dennehy	Aug. 02, 1992	Ind. Dis.
Milford I. Patsel	Mar. 17, 1993	Ind. Dis.
<u>H20 Lieutenant</u> John T. Conway	Oct. 21, 1992	Ind. Dis.
Michael J. Pera	Aug. 15, 1992	Ind. Dis.
James A. Pierce	Jul. 18, 1992	Ind. Dis.
Richard W. Kain	Dec. 12, 1992	S
Tilden I. Hansen	Jan. 02, 1993	Ind. Dis.
Thomas J. Murphy	Feb. 27, 1993	Ind. Dis.
<u>H10 Chief's Aide</u> Warren A. Kentzell	Jul. 09, 1992	Ind. Dis.
<u>H4 Inspector</u> Robert E. Livermore	Aug. 14, 1992	S

<u>Rank/Name</u>	<u>Effective Date</u>	<u>Type of Separation</u>
<u>H2 Firefighter</u>		
Robert A. Johnston	Jul. 14, 1992	Term.
Hollis M. Wagstaff	Jul. 14, 1992	Term.
John Leong	Jul. 07, 1992	Res.
Aldo J. Rosetto	Aug. 13, 1992	Ind. Dis.
Mark T. Voelker	Aug. 05, 1992	Term.
Christopher Koh	Aug. 10, 1992	Term.
James E. O'Brien	Aug. 15, 1992	Vesting
Matthew D. Magsanay	Aug. 30, 1992	Res.
James D. Smith	Aug. 01, 1992	Ind. Dis.
Roland F. Vigil	Oct. 03, 1992	S
Michael D. Weissgerber	Oct. 30, 1992	Ind. Dis.
William B. Koehler	Oct. 27, 1992	Term.
James E. Gallagher	Nov. 16, 1992	S
William F. Trant	Oct. 20, 1992	Ind. Dis.
James R. Gorman	Oct. 31, 1992	S
Dan Pennisi	Mar. 01 1991	S
Richard W. Beckwith	Dec. 01, 1992	Ind. Dis.
Michael J. Collins	Dec. 07, 1992	Ind. Dis.
Edward L. Arias	Jan. 02, 1993	S
Karl H. Baeck	Jan. 02, 1993	Vesting
Floyd Oakley	Jan. 13, 1993	S
William N. Rozakos	Feb. 06, 1993	Death
Anthony V. Richardson	Mar. 12, 1993	Res.
Loyd C. Crabtree	Mar. 01, 1993	S
James M. Thompson	Apr. 19, 1993	S
Ted J. Mares	May 15, 1993	Ind. Dis.
Donald M. Figini	Jun. 04, 1993	Death
Benjamin E. Lujan	May 15, 1993	Ind. Dis.

TOTAL UNIFORMED FORCE SEPARATIONS

Retirement (Service)	13
Retirement (Ind. Dis.)	21
Retirement (Ord. Dis.)	2
Resignation (Res.)	3
Termination (Term.)	5
Death	<u>3</u>

Total 47

APPOINTMENTS - UNIFORMED

<u>Rank/Name</u>	<u>1992-93 Type of Appointment</u>	<u>Effective Date</u>
<u>0140 Chief of Department</u> Joseph A. Medina	Perm. Exempt	Jul. 21, 1992
<u>0150 Deputy Chief of Department</u> James P. Olson	Perm. Exempt	Jul. 21, 1992
<u>0145 Assistant Deputy Chief</u> Howard L. Slater	Perm. Exempt	Sep. 01, 1992
<u>H50 Assistant Chief</u> David F. McCarroll	NCS	Apr. 20, 1993
Arthur R. Citron	NCS	"
Alberto B. DaCunha	NCS	"
Robert L. Demmons	NCS	"
<u>H40 Battalion Chief</u> Guido J. Costella	NCS	Apr. 20, 1993
John F. Harrington	NCS	"
James R. Cavellini	NCS	"
James A. Barden	NCS	"
Joseph J. Mazeau	NCS	"
Dennis F. Fauss	NCS	"
Paul D. Jones	NCS	"
Franklin H. Dunn	NCS	"
Thomas P. Ryan	NCS	"
Richard C. Quinn	NCS	"
Audry Lee	NCS	"
Peter D. Roybal	NCS	"
Thomas M. Velasquez	NCS	"
<u>H30 Captain</u> Aaron Stevenson		Aug. 05, 1992
Bernie Lee		"
Rod Bennett		"
Alfred P. Quartaroli		Aug. 21, 1992
Joseph R. Carlomagno		May 18, 1993
Patrick H. McLaughlin		"
Joseph P. Moriarty		"
Vincent J. Nolan		"
Patrick J. Casserly		"
Richard E. Kochevar		"
Michael J. Nolan		"
Peter M. Cornyn		"

ADMINISTRATION
SFFD Annual Report 1992-93

H30 Captain (continued)

Richard C. Shortall	May 18, 1993
Richard A. Elb	"
Philip F. Garcia	"
Philip F. Leanio	"
Kenneth C. Farris	"
Worthy D. Brooks	"
John S. Cercos	"

H28 Lieutenant, Division of Training

Michael Jones	Perm. Exempt	Oct. 12, 1992
King R. Cevolani	Perm. Exempt	Oct. 12, 1992
Keith D. Calden	Perm. Exempt	Nov. 23, 1992

H20 Lieutenant

James R. Hentz	Oct. 15, 1992
Austin M. Dito	"
Marty A. Ross	"
Winona M. Jones	"
Jerry E. Butler	"
Michael Hennigan	Jun. 14, 1993
Michael Cunnie	"
Patrick Gardner	"
Anthony Soule	"
Patrick Hickey	"
George Bruce	"
Walter Batiste	"
Stephen C. Smith	"
Rudolph Erler	"
Anthony Smerdel	"
Robert Dunne	"
Daniel Curran	"
Michael Castagnola	"
Bryan Rubenstein	"
Joanne Hayes-White	"
Kirk Richardson	"
Khairul Ali	"
Richard Johnson	"
Anthony Russo	"
Rudolph Labrado	"

H10 Chief's Aide

Gerald K. Scullion	Perm. Exempt	Apr. 24, 1993
Samson Lai	"	"
Jennifer T. Thomas	"	"

H4 Inspector

Kevin T. Callaghan	Jan. 11, 1993
--------------------	---------------

H2 Firefighter

Gregory A. Savin	Feb. 01, 1993
Lawrence H. McDonnell	Feb. 16, 1993
Lawrence M. Jew	"
Janet K. Cheney	"
Dan B. Griffin	"
Timothy J. Farmer	"
William O. Storti	"
Colin J. Mackenzie	"
Thomas P. O'Connor	"
Leonardo M. Harris	"
Anthony V. Richardson	"
Michael I. Thompson	"
Gregory C. Cachereilis	"
Ruben Montero	"
Robert J. Colman	"
Charles K. Kwong	"
Ricky M. Hui	"
Brian Y. Kyono	"
Edward Yup	"
Robert A. Wong	"
Barbara A. Schultheis	"
Kimberly D. Goldner	"
Michelle D. McCoy	"
Willa H. Dong	"
Helen M. Jones	Jun. 07, 1993
Krista Smith	"
Alison Greene	"
Connie Guzman	"
Janice J. Yates	"
Nicholas C. Bazarini	"
Kevin F. Kramer	"
William B. Madsen	"
Terence M. O'Sullivan	"
James P. Fortunato	"
Alan W. Freebury	"
Daniel A. Yonts	"
Kinnie L. Jamerson, Jr.	"
Robert L. Jones, II	"
Shon M. Buford	"
Anthony D. Branchcomb	"
John S. Hudnall	"
George D. Smith	"
Paul R. Gallegos	"
Robert V. Soberanis	"
Frank Hsieh	"
Conrad R. Brosas	"

H2 Firefighter (continued)

Philip Lee

Jun. 07, 1993

Kaeo K. Nacua

"

Nicholas A. Yuen

"

Donald S. Fields

"

John Choy

"

Barry R. Lo

"

Steve S. Tamanaha*

NCS

"

* Resigned on 06-11-93

SEPARATIONS FROM SERVICE - CIVILIAN

<u>Rank/Name</u>	<u>Effective Date</u>	<u>Type of Separation</u>
<u>6281 Fire Safety Inspector II</u>		
Terry L. Collins	Oct. 06, 1992	Term.
Sam Scott	Dec. 11, 1992	Auto. Res.
<u>1808 Mgt. Info. Sys. Tech. I</u>		
Susan J. Wong	Oct. 11, 1992	Res.
<u>1654 Principal Accountant</u>		
Loida T. Bocaling	Dec. 31, 1992	Laid Off
<u>1650 Accountant</u>		
Ascencion J. Clark	Jun. 30, 1993	Laid Off
<u>1424 Clerk Typist</u>		
Margaret R. Kang	Sep. 11, 1992	Res.
Phyllis Anderson	May 21, 1993	Res.
<u>1242 Personnel Analyst</u>		
Lillian Chow	Jul. 14, 1992	Res.
Edgar Poma	Feb. 28, 1993	Res.

APPOINTMENTS - MISCELLANEOUS

<u>Rank/Name</u>	<u>Type of Appointment</u>	<u>Effective Date</u>
<u>7514 General Laborer</u> Peter M. Brennan		Aug. 31, 1992
<u>5281 Fire Safety Inspector II</u> David Planka		Apr. 26, 1993
<u>1654 Principal Accountant</u> Loida T. Bocaling Panfilo T. Pangilinan	Reinst.	Sep. 28, 1992 Jan. 01, 1993
<u>1650 Accountant</u> Ascencion J. Clark	NCS	May 25, 1993
<u>1450 Executive Secretary</u> Lilian Quan		Jan. 21, 1993
<u>1426 Senior Clerk Typist</u> Margaret Kang	NCS	Apr. 26, 1993
<u>1424 Clerk Typist</u> Margaret Kang	Reinst.	Oct. 12, 1992
<u>1242 Personnel Analyst</u> David B. Johnson Jesusa S. Cruz	L/T transfer	Oct. 26, 1992 Nov. 16, 1992

CONFIDENTIAL

DISCIPLINARY ACTION

Disciplinary actions taken in the Fire Department during fiscal 1992-93 totaled 18 suspensions ranging from 2 to 90 days, and one termination.

<u>Class/Name</u>	<u>Action</u>	<u>Date</u>	<u>Rule Violation</u>
FSI-II Kaan Y. Chin (06-09-92)	2-day suspension	07-20-92 thru 07-21-92	Sec. 25.01 of the Civil Service Commission Rules (Absence from Duty without Leave)
Firefighter Victoria A. Hayden (10-13-92)	90-day suspension	06-27-92 thru 09-26-92	Sec. 3912 - Intoxicants/Drugs Sec. 3926 - Failure to Report Sec. 3955 - Incompetency Resulting from Unbecoming Conduct
Lieutenant Earl G. Shuholm (09-08-92)	2-day suspension	09-08-92 thru 09-09-92	G.O. 91 A-2 EEO Policy - Section III-A-3
Firefighter William Koehler (11-24-92)	Terminated		Sec. 3956 - Acts Detrimental to Welfare of Department
Firefighter Clifford T. Kazarian (11-24-92)	90-day suspension	09-17-92 thru 12-15-92	Sec. 3912 - Intoxicants/Drugs Sec. 3956 - Acts Detrimental to Welfare of Department
Firefighter Walter D. Batiste (01-26-93)	45-day suspension	02-03-93 thru 02-19-93	Sec. 3935 - False Reports/ Testimony Sec. 3956 - Acts Detrimental to Welfare of Department
Batt. Chief Gregory W. Abell (01-12-93)	2-day suspension	12-23-92 thru 12-24-92	G.O. 91 A-2 EEO Policy
Lieutenant Theodore Corporandy	2-day suspension	12-23-92 thru 12-23-92	G.O. 91 A-2 EEO Policy
Lieutenant Ronald A. Rodriguez (01-12-93)	5-day* suspension	01-04-93 thru 01-08-93	Sec. 4009 - Interference with Investigation

*suspension appealed - reduced from 5 to 3 days

CONFIDENTIAL

<u>Class/Name</u>	<u>Action</u>	<u>Date</u>	<u>Rule Violation</u>
Firefighter Clifford T. Kazarian (02-09-93)	2-day suspension	02-02-93 thru 02-03-93	Sec. 3926 - Failure to Report
Firefighter Howard W. Williams (02-23-93)	75-day suspension	03-14-93 thru 05-27-93	Sec. 3905 - Unfamiliarity with Rules
Firefighter David Shapona (02-23-93)	75-day suspension*	12-27-92 thru 03-11-93	Sec. 3912 - Intoxicants/Drugs Sec. 3917 - Unauthorized Absences from Stations
*termination held in abeyance			
Inspector Craig Brown (03-09-93)	5-day suspension	03-01-93 thru 03-05-93	Sec. 3924 - Insubordination Sec. 3935 - False Report and False Testimony
Firefighter Darren Bortmas (04-27-93)	8-day suspension	05-01-93 thru 05-11-93	Sec. 3956 - Acts Detrimental to Welfare of Department
Firefighter Gleem Ortiz-Schuldt (04-27-93)	8-day suspension	05-07-93 thru 05-17-93	Sec. 3956 - Acts Detrimental to Welfare of Department
Firefighter Ramon Barreto (04-27-93)	8-day suspension	05-10-93 thru 05-20-93	Sec. 3956 - Acts Detrimental to Welfare of Department
Firefighter David Long (05-11-93)	30-day suspension	06-08-93 thru 07-01-93	Sec. 3935 - False Reports and False Testimony Sec. 3956 - Acts Detrimental to Welfare of Department
Firefighter Carl Barnes (06-08-93)	55-day suspension	06-10-93 thru 08-03-93	Sec. 3912 - Intoxicants/Drugs Sec. 3956 - Acts Detrimental to Welfare of Department
Captain Robert T. Serrano (06-22-93)	2-day suspension	06-09-93 thru 06-10-93	Sec. 3926 - Failure to Report

DISABILITY INJURIES

	<u>1991-92</u>	<u>1992-93</u>	<u>Change</u>
Total Injuries	667	613	-54
Lost Work Day (LWD) Injuries	492	461	-31
LWD	19,206	41,736	-14,470
LWD per LWD Injuries	39.04	31.97	-7.07

Lost Work Day Injuries

	<u>1991-92</u>		<u>1992-93</u>	
	Injuries	LWD	Injuries	LWD
Engine Companies	248	8,576	215	6,918
Truck Companies	159	5,966	149	4,4775
Rescue Companies	14	850	17	343
Airport Companies	7	209	15	358
Division 1-2-3	7	344	8	221
All Battalions	22	981	19	617
Fireboat Company	1	181	1	21
Fire Prevention & Investigation	7	691	7	248
Others	27	1,408	30	1,235
TOTAL	492	19,206	461	14,736

Lost Work Day Injuries

	<u>1991-92</u>		<u>1992-93</u>	
	With LWD	Without LWD	With LWD	Without LWD
1. Fires	201	63	205	51
2. Other Emergencies	99	18	85	29
3. On Department Property	118	51	113	33
4. Drills, Off Department Property	14	4	6	5
5. Inspection Work	4	1	3	2
6. Emergency Vehicular Movement	8	3	12	2
7. Non-Emergency Vehicular Movement	5	4	3	0
8. Routine Duties (Auxiliary Ser.)	15	4	16	8
9. Not Otherwise Classified	24	27	16	22
10. Drill Tower (Training)	4	0	2	0
TOTAL	492	175	461	152

ADMINISTRATION
SFFD Annual Report 1992-93

<u>Part of Parts of Body Injured</u>	<u>1991-92</u>		<u>1992-93</u>	
	With LWD	Without LWD	With LWD	Without LWD
1. Eye	14	9	15	6
2. Head	11	11	12	7
3. Neck (except resp. system)	33	5	20	5
4. Shoulder	52	12	44	15
5. Arm	29	9	13	5
6. Elbow	20	5	16	5
7. Wrist	16	3	7	3
8. Hand	34	19	38	21
9. Back	123	13	140	18
10. Leg	21	12	36	8
11. Knee	68	12	61	15
12. Ankle	30	1	16	6
13. Foot	27	11	23	7
14. Trunk	19	6	25	1
15. Respiratory System	9	10	7	2
16. Chest pains	5	2	7	0
17. Stress	2	2	0	0
18. Not otherwise classified	11	37	4	34

Nature of Injury

1. Burns and Chemical Burns				
except eyes	9	4	12	5
2. Burns, eyes	1	2	1	0
3. Foreign body in eye or eye				
irritation	10	8	8	3
4. Strains - sprains	337	59	300	56
5. Bruises and contusions	53	16	51	16
6. Hernias	0	1	1	0
7. Lacerations	30	15	29	15
8. Punctures	2	7	5	13
9. Dislocations	1	0	1	0
10. Fractures and suspected fractures	17	1	14	2
11. Respiratory system and smoke				
inhalation	8	10	10	0
12. Dermatitis (skin disorder)	3	3	4	1
13. Cardio-vascular	8	5	10	1
14. Stress	2	2	0	0
15. Not otherwise classified	11	42	15	40

<u>What Injured was doing</u>	<u>1991-92</u>		<u>1992-93</u>	
	With LWD	Without LWD	With LWD	Without LWD
1. Handling hose	59	17	79	18
2. Handling ladders	34	1	32	2
3. Handling axes	4	2	14	2
4. Handling ceiling hooks	7	3	1	1
5. Handling Gleeson Valves	7	1	2	0
6. Handling salvage covers	2	0	2	0
7. Handling other tools and equipment	51	14	51	15
8. Handling other objects	20	6	19	8
9. Ventilating	13	4	9	2
10. Overhauling	30	9	22	14
11. Rescue Work	62	12	55	22
12. Locating Fire	18	7	13	7
13. Directing Operations	11	4	6	1
14. Controlling refrigeration break	0	0	0	0
15. Servicing or operating apparatus	9	1	9	1
16. Inspection work	1	4	2	3
17. Involved in vehicular collision	5	1	3	1
18. Getting on or off apparatus	48	8	42	2
19. Ascending or descending	24	6	27	2
20. Sliding down pole	3	2	5	1
21. Exercising	21	8	20	5
22. Performing duties allied to cooking	11	3	6	3
23. Not otherwise classified	54	62	42	42

How Injury Occurred

1. Struck against	37	12	46	21
2. Stepped on	2	2	0	5
3. Struck by	40	17	41	17
4. Caught in, on, or between	27	2	11	2
5. Tripped, slipped, or fell	139	37	134	21
6. Lifting or moving	175	24	159	25
7. Overexertion	19	6	14	4
8. Wetting	2	0	1	1
9. Exposure to temperature extremes	4	1	4	1
10. Inhalation	2	10	9	1
11. Irritation	13	9	11	3
12. Absorption	0	2	0	0

<u>Low Injury Occurred</u> (Continued)	<u>1991-92</u>		<u>1992-93</u>	
	With LWD	Without LWD	With LWD	Without LWD
13. Contact-electrically charged objects	0	0	0	1
14. Contact-heated objects and heated water	5	3	7	3
15. Grasped	5	3	0	4
16. Explosions	0	0	1	0
17. Backdrafts	1	0	2	1
18. Not otherwise classified	21	47	21	42

TOY PROGRAM

As the San Francisco Fire Fighters Toy Program begins its 43rd season, we realize this year will be our biggest ever. We are the only organization of its kind serving the needs of the underprivileged families of San Francisco - the community working together to take care of each other.

Our goal, as always, is to provide the children of San Francisco with toys during the holidays, no matter what financial difficulties their parents might be having. We realize that now, because of difficult times, due to a failing economy, more families will be requesting our services. Our philosophy is that no child in the San Francisco community should spend the Christmas Season without a special toy.

The success of this program depends entirely upon the volunteers, both active and retired firefighters and their families. We could not survive without their support and that of the San Francisco Fire Department.

The 1992 Christmas Season shows a current trend of increased need for our program each year. As could be expected, the numbers in 1993 will be even larger.

Families served: 8341

Children served: over 40,000

At the Toy Program, we prefer to donate strictly to families, but it seems every year, there exists groups requesting donations for their special circumstances, i.e. homeless shelters or community centers. As much as it is difficult to find toys with which to provide them, we often do. We do not want any children to go without toys. In addition, we give to children who cannot enjoy the Christmas season at home with their families, such as hospitalized children.

Groups served: approximately 500

Last year we worked on many fundraising events. Most importantly, the BOMA kick-off on December 1 at the Bank of America world headquarters was very helpful, with Santa and each school providing a school band. BOMA, one of our biggest contributors, placed barrels in over 400 buildings which brought in many needed toys. Again we participated in the Embarcadero Center's lighting ceremony where they presented us with a check for \$10,000.

A new activity for us last year was the KJAZ - S.F.F.D. Toy Program fundraiser where they rented a cable car and put together a band on the cable car. Many firefighters joined in the Christmas caroling. This event generated a few thousand dollars of donations for the Toy Program. Another first for us was the fashion show with the firefighters and the San Francisco 49ers which took place at the San Francisco Bay Club in conjunction with Gentleman's Quarterly. This activity netted us many good toys, but more importantly gave us great exposure to the San Francisco community.

As always our 450 barrels are strategically placed throughout the city in various law firms, restaurants and bars, and numerous other businesses and schools. This brings in the desperately needed toys which we could distribute to children throughout the city. Numerous corporations thought of us during the holiday season and had employees arrive at their Christmas parties with a toy.

Our volunteer system, which has always run smoothly, seemed to increase in number two-fold. Some of these volunteers actually used their vacation time during the Christmas season in order to help at the Toy Program. We were very thankful to these volunteers and tried to make the holiday atmosphere as pleasant as possible for them.

We began passing out toys on November 16th and finished on December 24th. We began stocking shelves on November 12th to prepare for the big season. Again we expect 1993 to be our biggest season ever. As more and more families fall below the poverty line, due to things such as financial times, breakdown of the family unit, crime and drugs, we receive additional requests from families to help out during the holiday season. Because of the increased demand, we will begin this year on November 15th until December 24th. We expect the number of families to reach 10,000. Already we have families phoning us to find out when applications will arrive in the firestations.

Already, we have many fundraisers planned for this year, trying to get an early start so we can alleviate some of the stress when late in the afternoon we have no toys to give the first family the next morning at 9:00AM. We have solicited donations from a few major toy corporations, such as Sanrio, in order to reduce the demand on our small budget for the purchase of new toys. We have received favorable responses as these corporations know and respect our organization.

Currently Melissa Lerma of Station #11 is organizing the painting and preparation of the 45 barrels which will be used for toy collection. Already many groups, schools, stores and organizations are requesting barrels. These barrels are a very important aspect of the program as through them we receive most of our toys.

Our application procedure remains unchanged. We will print 10,000 applications which will be distributed to the 41 fire stations. We pass out these applications after Halloween and expect them to be depleted by mid-November. After the applications are finished, we still receive phone calls from families who were not able to obtain applications. To these families, we request that they send us their name and address, and enclose a self-addressed envelope in which we can mail them an application.

As the economy worsens, our program becomes more important to the families of San Francisco. We need to make sure that we can keep up with these changes and of course be flexible. For this reason, we are always open to new ideas of ways to make our program run smoothly. As always, we value your continued support of our program which puts a sparkle in the eyes of the children of San Francisco during each holiday season.

PIONEER MEMORIAL MUSEUM ST. FRANCIS HOOK & LADDER SOCIETY

The St. Francis Hook and Ladder Society was founded in 1973 over a dinner table conversation among four SFFD firefighters, and was incorporated as a non-profit entity in 1974. Since then, its special role as the official historical arm of the San Francisco Fire Department was formally recognized through separate resolutions of the San Francisco Fire Commission and the Board of Supervisors of the City and County of San Francisco. Indeed as if to reinforce its link with the past, its name is derived from one of the colorful volunteer firefighting companies of the Gold Rush era, "St. Francis Hook and Ladder Company #1." Its mission today is to acquire, restore and display apparatus, photos and memorabilia.

Perhaps the Society's most visible manifestation is the SFFD Pioneer Memorial Museum. It was created by Chief Emeritus William F. Murray, then Chief of Department, who had become frustrated in his unsuccessful efforts to locate the SFFD's very first motorized fire engine. Chief Murray resolved, from that point forward, that no longer would Department history succumb to neglect, expedience or the cutter's torch. The result was the creation, in 1964, of the present museum. Located adjacent to Station 10 at 655 Presidio Avenue (between Pine and Bush Streets), its admission is free, it is handicapped-accessible and open Thursday through Sunday from 1-4PM. Docents from the Society and the City Guides have welcomed over 2300 visitors from around the nation and the world during the past year.

During 1993, off duty firefighters represented the Society and the Department at firemen's musters in Jamestown, Atascadero and Ferndale and at the CFMA State Championships at Fort Bragg, California. The biggest event of the past two years, however, was the celebration of the 125th Anniversary of the paid, professional fire department in San Francisco. The anniversary was officially inaugurated in December of 1991 and continued throughout most of 1992. Its culmination occurred with a spectacular parade held on Sunday, September 27th, in Golden Gate Park. Present were over 140 rigs from throughout Northern California, making this the biggest parade of fire apparatus in the history of California and one of the biggest in the nation's history (surpassing even the 125th Anniversary Parade of FDNY, held two years earlier). Special kudos are due to the 125th Anniversary Committee co-chairs, SFFD Chaplain John Greene and Society Secretary Susan Stacks.

At the Society's Annual Meeting, two former members of the Board of Trustees were honored as Members of the Year. Dr. John Grimes, past Chariman of the Board, and past Society President Stan Seaman were recognized for their selfless service to the Board, the Society and the Museum over a combined period spanning 20+ years. The new Chairman of the 24 member Board of Trustees is Robert L. Kreuzberger, and the new President of the St. Francis Hook and Ladder Society, currently at 380 members, is D. Bruce Shelton. Present challenges before the Society include maximizing membership growth and seeking additional storage sites for vintage SFFD apparatus.

Membership in the Society is open to civilians and firefighters alike. Member support is critical to our dual mission as sponsors of the Museum and stewards of the Department's past. As a non-profit California corporation, the Society is empowered to accept gifts on behalf of the Museum. If such gifts are monetary, the Society uses the money for the preservation, restoration, and maintenance of the apparatus and artifacts of the collection. Inquiries, including membership, may be directed to: St. Francis Hook & Ladder Society, P.O. Box 26383, San Francisco, CA 94126.

HUMAN RELATIONS

The office of Human Relations, under the direction of the Deputy Chief of Operations, oversees the following areas: Peer Mediation, EEO training, Human Relations training, departmental Affirmative Action Plan, and the Department's bilingual needs. The Director of Human Relations also serves as a technical resource to Department members in reference to employment laws and regulations, and ensures that the Department's human relations programs comply with all laws and regulations. The Human Relations Director serves as the Department's liaison to various outside agencies.

Activities have included, but are not limited to, the following:

PEER MEDIATION: The Peer Mediation video has been edited and will be ready for release in the Winter of 1993. The video will be used in conjunction with a peer mediation in-service training program. Peer mediation continues to be used formally and informally, as a tool to resolve interpersonal conflicts. Each recruit class receives an overview of "Peer Mediation as an option to resolving Interpersonal Conflict."

EEO TRAINING: Each recruit class was provided with training covering the topics of basic EEO laws, harassment/discrimination, sexual harassment, General Orders 91A-2 and 92A-85. New officers were given an overview of employment laws that govern discrimination/harassment, and sexual harassment, along with an overview of the Department's complaint process for informal and formal allegations of discrimination, harassment. Chief officers and review committee members were provided with a workshop conducted by the Deputy Director of Enforcement for the Department of Fair Employment and Housing, on "How to Investigate a Complaint of Sexual Harassment." General Orders were prepared containing information pertaining to the Americans with Disabilities Act and the Family and Medical Leave Act.

HUMAN RELATIONS TRAINING: The Civil Service Commission, Management Development Division, worked with the Administration to develop a program on "Communications/Team Building." The workshop was scheduled for all Department members, civilian and uniform, and will be completed in the Fall of 1993.

AFFIRMATIVE ACTION PLAN: The Affirmative Action Plan was adopted by the Fire Commission, Civil Service Commission, Human Rights Commission, and the Commission on the Status of Women. The Human Relations Director is responsible for the development of a comprehensive Affirmative Action Plan (AAP) for the Department.

BILINGUAL NEEDS: An updated assessment of the bilingual skills of our uniform personnel was completed, and the information is updated with each new class of probationary firefighters.

STRESS PROGRAM

The San Francisco Fire Department Stress Program is made up of the Stress Unit and the Stress Unit Committee. The Committee's main function is to support the work performed by the members of the Stress Unit.

The Stress Unit has been in operation for seven years. It is a peer counseling unit that provides help to all members of the Department and their families. The success of this unit has been shown by the number of members that have willingly turned to the Stress Unit for help with their personal problems.

The Fire Department recognizes that there are many issues in today's society that can impair job performance and efficiency. Therefore, by creating the Stress Unit and Stress Unit Committee, the Department hopes to help its members face and resolve their personal problems, while creating a stronger Fire Department for the citizens of San Francisco.

The Stress Unit consists of three full-time firefighter peer counselors. They are assisted by an 11 member Stress Unit Committee, which reflects the ethnic diversity of the San Francisco Fire Department, and represents every rank in the Department. The Committee acts as a liaison between the Stress Unit and the Department Administration.

The Stress Unit and Committee meet with each new probationary class of firefighters and explain their function and how they can be of help to them. This meeting reassures the new recruits that the Department is interested in them not only as employees but as people.

During the past year, the Stress Unit Committee formulated a Critical Incident Stress Debriefing Team. At present, this team is made up of 12 members trained to do debriefings after a critical incident. This CISD Team works with the Stress Unit counselors in helping the members of the Department work through many traumatic and violent incidents to which they are required to respond.

Although not as tangible as many other aspects of the Fire Department, the Stress Unit and its Committee have helped many members and their families work toward resolution of their problems and in return made them more productive workers.

DEPARTMENT PHYSICIAN

The Department Physician/Medical Director is responsible for coordinating and executing a comprehensive Occupational Health and Safety Program for the San Francisco Fire Department. The various components of this program include the following:

Developing and implementing primary and secondary prevention strategies, analyzing work-related injuries and illnesses for risk management, coordinating education/training programs for specific hazards and health promotion, evaluating and certifying San Francisco Fire Department personnel for mandatory and consultative examinations.

Listed below are the major activities performed in the Office of the Department Physician for 1992-93:

New Programs/Policies

Infection Control Training/Incident Control Policy:

Designed infection control training materials used in "Train-the-Trainer" sessions to enable proper training sessions for the entire Fire Department. This program will comply with the OSHA Bloodborne Disease Standard. The Infection Control Policy has been issued in the form of a General Order and includes all aspects of exposure control and post exposure follow-up. The Policy was designed to prevent infection from occurring to Fire Department employees as well as the public.

Heat Stress Prevention Program:

Participated in on-going meetings with the members of the Heat Stress Prevention Committee to complete the production of a training video and implement a "Train-the-Trainer" Program. Money from the Grant was used to furnish every apparatus with water containers.

Influenza Vaccine Program:

334 influenza vaccinations were administered during the 1992-93 flu season.

Risk Prevention:

Firefighters are counseled regarding their risk factors for coronary disease after they are identified via their Health Check screening. Educational materials are offered in addition to individual training.

Contact Lens Variance from General Industry Safety Order 5144 (h) to allow the use of contact lenses with self-contained breathing apparatus (Scott Air Paks):

Firefighting is one of the most dangerous of occupations, and a firefighter's vision should not be compromised. Contact lenses can be safely worn with SCBA and this variance will allow such use. A Contact Lens Policy will accompany the change in medical standards.

Medical Examinations

DMV Examinations	8
H-2 Candidates	108
Hazardous Materials Team Physical Examinations	4
Promotional Physical Examinations	75
Probationary Physical Examinations	75
Return to Duty	67
Scuba Diver Physical Examinations	3
Miscellaneous Examinations	69
Consultations	158

Primary Prevention Program

A database was established in order to analyze work-related injuries and illnesses and to make recommendations in order to reduce the incidence of such events.

DIVISION
OF
*MANAGEMENT
SERVICES*



DIVISION OF MANAGEMENT SERVICES

The Division of Management Services oversees the following areas: Investigative Services Bureau, Print Shop, Personnel Center, and FLAME. The Chief of Management Services also serves as Chairperson of the Standard Operating Procedures (SOP) Committee, and as a member of the Training Assessment Committee.

The activities of the Division of Management Services include, but are not limited to, the following:

- Ensure compliance with the Consent Decree

- Develop and provide management training programs to various levels of managers within the Department.

- Coordinate formal EEO complaint process, serve as intake and technical resource for formal EEO complaints and make recommendations to Chief of Department in a timely manner.

- Respond to complaints filed with outside agencies, such as Civil Service EEO Unit, Department of Fair Employment and Housing (DFEH), and Equal Employment Opportunity Commission (EEOC)

- Coordinate the firefighter recruitment/retention program

- Serve as a support and technical resource in EEO Rule Violation investigations

- Coordinate activities of the Vehicle Accident Review Board

- Coordinate activities of the Merit Advisory Board

- Publish Department Annual Report

- Coordinate oral board participation

- Publish Department newsletter

- Handle labor relations activities as directed by the Chief of Department

- Provide information on various Department programs and activities to the general public as directed by the Chief of Department

- Develop Request for Proposals as directed by the Chief of Department

- Resolve ethnicity issues in the Department

Recruitment/Retention

Preparation for the 1994 recruitment drive continued throughout the year. In the Spring, the Recruitment Unit participated in various community festivals, attended several high school job fair presentations, and arranged for advertisements to be placed in both event brochures and in school papers. A strategy for the recruitment effort was written in March and a final version adopted in June after submission for both Departmental and outside comment.

During the Summer and Fall months, compilation of a data base of qualified prospective candidates continued through participation in community events and other outreach activities. In addition, a team of recruiters was trained, numerous mailouts were disseminated to spread the word of the Department's efforts, an intake office was staffed to encourage one-on-one contact between candidates and firefighters, and the media was informed of the Department's efforts and purpose.

In the year's final months, the Recruitment Unit worked with the Training Division to develop a finalized recruitment video. In addition, brochures, posters, and other recruitment materials were developed and a plan for media outreach began to be implemented. The Recruitment Unit continued to work with an Advisory Committee composed of both community and employee organization members to ensure that they were using the most effective outreach methods.

Throughout the year, retention efforts aimed at those invited to a Physical Abilities Test continued. Orientations, extensive training sessions and phone calls of support were conducted by the Recruitment Unit all year long and these efforts were tracked to determine the effectiveness of the Department's retention efforts. In addition, a "mentoring" program was established to connect female candidates with female firefighters for encouragement, advice, and support.

Training Programs

Revised Performance Appraisal System

During the 1992-93 fiscal year, the Standard Operating Procedures (SOP) Committee, along with the Civil Service Commission's Management Development Unit, revised the Department's Performance Appraisal System. The Committee worked diligently and completed several revisions to the forms before reaching a final product that provided the Department with a valid tool with which to evaluate all levels of employees and managers.

Training members of the Department in this revised system was a unique event as well. Ten (10) members of the Department, in the ranks of Captain and above, were trained by the Director of the Civil Service Commission Management Development Unit to provide the training. This "train-the-trainer" program was very well received.

This revised system contributes to the goals of the Department including developing a strong team, maintaining a positive work environment, and having accountability for the work being done. A trial period of this system will take place from July 1, 1993 to December 31, 1993 with necessary revisions occurring once edits from this process have been received and reviewed.

Standard Operating Procedures Committee

The Standard Operating Procedures (SOP) Committee was formed to work on several major projects. The Chief of Management Services serves as the chairperson of the SOP committee. Main projects of the Committee include: developing a revised Performance Appraisal System, creating a standardized filing system for all fire stations and creating standard operating procedures for various procedures within the Department. The revised Performance Appraisal system was written and a trial evaluation process shall take place from July 1, 1993 to December 31, 1993. After this time, the system shall be evaluated and modified as necessary.

A standardized filing systems was developed and adopted by the entire Department bringing consistency to each fire station. As many of our members are continually moving from one station to another, consistency with the filing systems and forms found in the files makes operations run smoother.

First drafts of standard operating procedures were developed and distributed through Department General Orders. Various committee members are working to complete as many SOPs as possible and will ask Department members who are considered 'experts' in those areas to review these drafts. To ensure consistency in all of the Department's written materials, more SOPs will be written once the revisions to Department manuals are completed.

FLAME

The San Francisco Fire Department's FLAME program completed its 23rd year. This activity continues to grow and flourish due to the generosity of the members of the San Francisco Fire Department by their voluntary contributions through payroll deductions.

Flame currently provides worthwhile activities to over 5,000 boys and girls ages 6 through 19. They sponsor and oversee basketball and baseball programs in addition to underwriting and organizing various outings for handicapped children.

BUREAU OF PERSONNEL

The Bureau of Personnel is staffed with one Battalion Chief, four Lieutenants, one Senior Personnel Clerk, and one Personnel Clerk.

The Bureau of Personnel has several areas of responsibility:

- Balancing the daily firefighting staff.
- Scheduling vacations and other time off for the staff.
- Maintaining all work history records.
- Generating reports and statistics regarding personnel.

DAILY STAFFING

Daily staffing involves balancing the on-duty personnel at 294 each day. This is the number of firefighting staff scheduled minus the absentees (vacation, sick leave, etc.) plus the members hired on overtime. This operation requires that the Bureau fill all of the firefighter and officer positions that are open due to vacation, sick leave, disability leave, etc., by detailing personnel to open positions.

At the Bureau of Personnel, the office occupied seven days a week in order to maintain daily staffing. There are approximately 1000 officers detailed to different or open positions each month.

In addition to the regular details, the detail desk also receives daily reports of sick and disability leave and assigns overtime (WDOs - working day off) for officers and firefighters. The Bureau of Personnel also maintains records of all absences and details for payroll purposes.

The average number of personnel scheduled to work each day in the firefighting force has decreased from 355 per day in fiscal year 1991-92 to 351 per day in fiscal year 1992-93. Average daily absences decreased from 79.62 per day to 64.42 per day.

The average number of WDOs worked during the year was reduced from 21.79 per day in 1991-92 to 9.1 per day in 1992-93 resulting in a reduction in overtime pay of \$3,242,295.

The daily firefighting staff was reduced from 298 to 297 per day on July 8, 1992 by reducing the daily staff of Engine 20 by one firefighter. Firefighting staff was further reduced to 294 per day on September 23, 1992 by closing Division 1 and eliminating one assistant chief's position (four Assistant Chiefs) and one chief's aide position (four Chief's Aides).

VACATIONS/TIME OFF

The Bureau of Personnel is responsible for scheduling all vacations and time off taken in lieu of pay (TC time). Over 40,000 computer entries dealing with these requests were made during the year.

WORK HISTORY

The Bureau is responsible for maintaining the work history records of uniformed and non-uniformed employees. This includes making the computer entries as well as maintaining and administering the paper work.

PERSONNEL HISTORY

All personnel reports used by the Department are generated by the staff of the Bureau of Personnel. The reports that are generated range from simple alphabetical lists to complex queries utilizing many databases.

PREMIUM & ASSIGNMENT PAY

The Memorandum of Understanding between Local 798 and the City and County of San Francisco for the period of July 1, 1991 to June 30, 1995 was signed in June of 1992.

Among the changes instituted by this agreement was the provision for Educational Incentive pay, Hazardous Materials Technician pay, Emergency Medical Technician pay, Apparatus Operator Assignment pay, and Staff Duty Assignment pay.

The responsibility for recording and tracking status and qualifications for record keeping and payroll purposes fell to the Bureau of Personnel. Personnel tracks the certification and expiration of various certificates required by the new positions and reports their status to payroll so that members' pay may be adjusted up or down.

As of June 30, 1993, the number of members receiving Premium and/or Assignment pay was:

Educational Incentive Pay	130
Hazardous Materials Pay	46
Emergency Medical Technician Pay	506
Emergency Medical Technician II Pay	113
Apparatus Assignment Pay	235
Staff Duty Assignment Pay	26

AVERAGE DAILY FIREFIGHTING STAFF
(1992-93)

Average number of employees scheduled to work:			
	1990-91	1991-92	1992-93
	346.13	354.99	351.47
Absences:			
Vacation	21.34	21.64	19.70
I.D.V.	3.95	3.86	4.51
Floating Holiday	5.44	6.44	0.00
Time-Coming	4.15	3.82	4.00
Sick Leave	13.50	16.69	16.38
Disability Leave	22.51	23.09	17.25
Other Absences	6.75	4.08	2.58
Average number absent:	77.64	79.62	64.42
Average WDOs:	29.51	21.79	9.10
Total daily staff:	297	297	294

INVESTIGATIVE SERVICES BUREAU

The Investigative Services Bureau (ISB) functions as the internal investigative unit of the Department under the Chief of Management Services. The Bureau is staffed by one H-30 Captain, the officer-in-charge, and one H-20 Lieutenant. The ISB is responsible for the following functional areas:

Internal Affairs Investigations

The Bureau is responsible for investigating internal affairs complaints when directed by the Chief of Department, Deputy Chief of Operations, Deputy Chief of Administration, or Assistant Chief of Management Services. The Bureau manages the drivers tracking program, investigates citizen complaints (other than EEO complaints), and testifies before the Fire Commission in regards to any ISB related investigation or inquiry. The ISB is on-call to assist field command staff with investigations.

Substance Abuse Testing

The Bureau manages the disciplinary drug testing program which includes collecting evidence, securing samples, scheduling tests, and the maintenance of drug rehabilitation records. The Investigative Services Bureau is responsible for keeping abreast of technical and legal developments impacting the Department's drug testing program and, when necessary, changing test protocol to conform to the highest legal and technical standards. The Bureau acts as a liaison to the Toxicology Division of the Medical Examiner's office and, when necessary, testifies before the Commission or other bodies of law in regards to substance abuse cases.

Background Investigations of New Employees

The ISB investigates the background information of potential employees utilizing Police Officer Standards and Training (POST) guidelines and San Francisco Fire Department Policy Statement No. 26. The background investigation includes a criminal history, driving history, past employment, residency, and other areas of inquiry. The Bureau acts as a liaison with the Civil Service Commission regarding employment issues with potential employees.

Works with City and District Attorney

The Bureau works with the City and District Attorneys' offices in scheduling Department members for depositions, in the issuance of summons, subpoenas and any other area in which liaison is necessary with these offices. The Bureau assists these offices, as necessary, in preparing cases involving the Department.

Liaison with Local Police Agencies

Investigative Services maintains a liaison with Bay Area police agencies to develop inter-agency involvement in cross-jurisdictional cases, and to develop and maintain procedures used to deal with cases involving the Department or its members.

Assists the Chief of Management Services

The ISB assists the Chief of Management Services in preparing discipline cases for adjudication before the Fire Commission. The Bureau collects reports, statements, and other documents for use by the Chief in prosecuting cases for the Department. The Bureau, when necessary, assists the Deputy City Attorney in the preparation of discipline cases. The Bureau assists the Chief with periodic special studies or projects.

Instruction and Training

The Bureau prepares and provides courses involving substance abuse testing and related issues. ISB personnel attend training seminars to keep abreast of legal and technical developments related to drug testing and internal investigations.

Summary of Bureau Activities for 1992-93

Background Investigations	85
Staff Reports presented to Civil Service	15
Drug Tests Cause/Rehabilitation	9
Internal Investigations	2
Instruction and Training Classes	3
Special Projects	9
DMV Pull Notices	1700

VEHICLE ACCIDENTS

Unfortunately vehicle accidents involving our rolling stock increased proportionately to the increase in emergency response. The good news is the great majority of accidents were of a very minor nature.

The necessity of driver training, residential and commercial inspection programs, and additional training exercises have required increased street time for the apparatus. Since the earthquake of '89, surface traffic has increased dramatically because of damaged freeways making driving to emergencies in our City much more challenging. Fortunately, the Accident Review Board developed a very successful public service message that instructs the public what to do when they see or hear responding emergency vehicles. This message has been aired on most major networks. A goal for the upcoming year is to reduce or eliminate accidents caused by backing up by increased awareness and providing additional training.

Classification of Accidents

The method for classifying accidents is A, B, C, or Refer to Chief of Department for consideration of disciplinary action. Following a review of all reports and relevant materials the committee decides which of the following categories apply to the accident:

- A. An accident which has occurred because of inattention to vehicle operator's and/or officer's responsibilities or because of misjudgment of clearance in operating apparatus near stationary obstacles.
- B. An accident in which Fire Department personnel exercised reasonable judgment and precaution, exhibited good apparatus operator's and officer's skills and observed all state, local and Fire Department statutes, ordinances and rules.
- C. An accident which has occurred because of apparatus operator's misjudgment of clearance, deficiency in defensive driving techniques, or failure to anticipate other vehicle's movements.

MANAGEMENT SERVICES
SFFD Annual Report 1992-93

Total alarms:	<u>88/89</u>	<u>89/90</u>	<u>90/91</u>	<u>91/92</u>	<u>92/93</u>
	58,178	59,712	57,497	59,521	60,994
<u>Accidents</u>					
Category A					70
Category B					55
Category C					25
Referred to Chief of Department					4
Total Accidents	101	133	167	137	154

What Apparatus Was Doing At Time of Accident

	<u>88/89</u>	<u>89/90</u>	<u>90/91</u>	<u>91/92</u>	<u>92/93</u>
Moving Straight Ahead	38	45	81	55	55
Turning Right	14	18	23	15	19
Turning Left	10	20	18	14	18
Backing Into Quarters	9	12	20	18	16
Backing (Other)	13	17	11	12	16
Stopped	17	21	14	23	30
TOTAL	<u>101</u>	<u>133</u>	<u>167</u>	<u>137</u>	<u>154</u>

Damage to Fire Department Vehicle

	<u>88/89</u>	<u>89/90</u>	<u>90/91</u>	<u>91/92</u>	<u>92/93</u>
Sideswipes	41	40	55	46	56
Right Angle	13	10	17	14	11
Rear Ends	12	12	26	9	11
Front Ends	13	7	20	22	28
Other	6	8	9	4	10
No Damage	16	56	40	42	38
TOTAL	<u>101</u>	<u>133</u>	<u>167</u>	<u>137</u>	<u>154</u>

Vehicle Accidents by Unit Classification
 Fiscal Years

<u>FIRE SUPPRESSION</u>	<u>88/89</u>	<u>89/90</u>	<u>90/91</u>	<u>91/92</u>	<u>92/93</u>
Deputy & Chief of Department	1	3	1	0	2
Assistant Chiefs	0	2	2	1	1
Battalion Chiefs	4	7	8	7	6
Engine Companies	44	55	82	75	78
Truck Companies	29	45	53	39	48
Hose Tenders	0	0	0	0	0
Haz. Mat. Unit	0	0	0	0	0
Rescue Companies	1	0	1	1	3
Service Squad	0	3	1	2	1
Foam Unit	0	0	0	0	0
Fuel Unit	0	0	0	0	0
Utility Unit	0	0	0	0	0
Airport Companies	3	0	1	0	0
	<u>82</u>	<u>115</u>	<u>149</u>	<u>125</u>	<u>139</u>
<u>SUPPORT SERVICES</u>	<u>88/89</u>	<u>89/90</u>	<u>90/91</u>	<u>91/92</u>	<u>92/93</u>
Division of Fire Prevention and Investigation	8	8	8	6	6
Personnel Center	0	1	0	0	1
Division of Training	0	1	4	2	4
Bureau of Engineering & Water Supply	7	3	6	3	3
Bureau of Equipment	0	1	0	0	0
Headquarters Staff	4	4	0	1	1
	<u>19</u>	<u>18</u>	<u>18</u>	<u>12</u>	<u>15</u>
GRAND TOTALS	101	133	167	137	154

Vehicle Accidents by Classification

<u>Type of Accident</u>	<u>88/89</u>	<u>89/90</u>	<u>90/91</u>	<u>91/92</u>	<u>92/93</u>
Collision with Fixed Objects --					
Parked Vehicles, Buildings, etc.	45	55	67	68	99
Moving Vehicles	36	50	58	50	39
Another SFFD Vehicle	1	2	2	0	1
Other	9	6	10	5	0
Intersection Collision	10	20	30	14	15
	<u>101</u>	<u>133</u>	<u>167</u>	<u>137</u>	<u>154</u>

MERITORIOUS COMMENDATIONS

In 1992-93, the Fire Commission accepted the recommendations of the Merit Advisory Board and the Chief of Department concerning acts of heroism performed by the following Department members during the period April 1992 through December 1992:

Class "B" Award

Firefighter Thomas J. Kohmann

Class "C" Award

Lieutenant James P. Lyons

Pilot Robert R. Costa

Firefighter William B. Koehler

Firefighter Thomas J. Kohmann

Firefighter John J. O'Callaghan

Firefighter Walter T. Posey

Firefighter Victor H. Wyrsh

There were 2 Unit Citations, 4 Certificates of Commendation, and Letters of Commendation awarded to uniformed members during this period.

DIVISION OF MANAGEMENT SERVICES

The Division of Management Services oversees the following areas: Investigative Services Bureau, Print Shop, Personnel Center, and FLAME. The Chief of Management Services also serves as Chairperson of the Standard Operating Procedures (SOP) Committee, and as a member of the Training Assessment Committee.

The activities of the Division of Management Services include, but are not limited to, the following:

- Ensure compliance with the Consent Decree
- Develop and provide management training programs to various levels of managers within the Department.
- Coordinate formal EEO complaint process, serve as intake and technical resource for formal EEO complaints and make recommendations to Chief of Department in a timely manner.
- Respond to complaints filed with outside agencies, such as Civil Service EEO Unit, Department of Fair Employment and Housing (DFEH), and Equal Employment Opportunity Commission (EEOC)
- Coordinate the firefighter recruitment/retention program
- Serve as a support and technical resource in EEO Rule Violation investigations
- Coordinate activities of the Vehicle Accident Review Board
- Coordinate activities of the Merit Advisory Board
- Publish Department Annual Report
- Coordinate oral board participation
- Publish Department newsletter
- Handle labor relations activities as directed by the Chief of Department
- Provide information on various Department programs and activities to the general public as directed by the Chief of Department
- Develop Request for Proposals as directed by the Chief of Department
- Resolve ethnicity issues in the Department

Recruitment/Retention

Preparation for the 1994 recruitment drive continued throughout the year. In the Spring, the Recruitment Unit participated in various community festivals, attended several high school job fair presentations, and arranged for advertisements to be placed in both event brochures and in school papers. A strategy for the recruitment effort was written in March and a final version adopted in June after submission for both Departmental and outside comment.

During the Summer and Fall months, compilation of a data base of qualified prospective candidates continued through participation in community events and other outreach activities. In addition, a team of recruiters was trained, numerous mailouts were disseminated to spread the word of the Department's efforts, an intake office was staffed to encourage one-on-one contact between candidates and firefighters, and the media was informed of the Department's efforts and purpose.

In the year's final months, the Recruitment Unit worked with the Training Division to develop a finalized recruitment video. In addition, brochures, posters, and other recruitment materials were developed and a plan for media outreach began to be implemented. The Recruitment Unit continued to work with an Advisory Committee composed of both community and employee organization members to ensure that they were using the most effective outreach methods.

Throughout the year, retention efforts aimed at those invited to a Physical Abilities Test continued. Orientations, extensive training sessions and phone calls of support were conducted by the Recruitment Unit all year long and these efforts were tracked to determine the effectiveness of the Department's retention efforts. In addition, a "mentoring" program was established to connect female candidates with female firefighters for encouragement, advice, and support.

Training Programs

Revised Performance Appraisal System

During the 1992-93 fiscal year, the Standard Operating Procedures (SOP) Committee, along with the Civil Service Commission's Management Development Unit, revised the Department's Performance Appraisal System. The Committee worked diligently and completed several revisions to the forms before reaching a final product that provided the Department with a valid tool with which to evaluate all levels of employees and managers.

Training members of the Department in this revised system was a unique event as well. Ten (10) members of the Department, in the ranks of Captain and above, were trained by the Director of the Civil Service Commission Management Development Unit to provide the training. This "train-the-trainer" program was very well received.

This revised system contributes to the goals of the Department including developing a strong team, maintaining a positive work environment, and having accountability for the work being done. A trial period of this system will take place from July 1, 1993 to December 31, 1993 with necessary revisions occurring once edits from this process have been received and reviewed.

Standard Operating Procedures Committee

The Standard Operating Procedures (SOP) Committee was formed to work on several major projects. The Chief of Management Services serves as the chairperson of the SOP committee. Main projects of the Committee include: developing a revised Performance Appraisal System, creating a standardized filing system for all fire stations and creating standard operating procedures for various procedures within the Department. The revised Performance Appraisal system was written and a trial evaluation process shall take place from July 1, 1993 to December 31, 1993. After this time, the system shall be evaluated and modified as necessary.

A standardized filing systems was developed and adopted by the entire Department bringing consistency to each fire station. As many of our members are continually moving from one station to another, consistency with the filing systems and forms found in the files makes operations run smoother.

First drafts of standard operating procedures were developed and distributed through Department General Orders. Various committee members are working to complete as many SOPs as possible and will ask Department members who are considered 'experts' in those areas to review these drafts. To ensure consistency in all of the Department's written materials, more SOPs will be written once the revisions to Department manuals are completed.

FLAME

The San Francisco Fire Department's FLAME program completed its 23rd year. This activity continues to grow and flourish due to the generosity of the members of the San Francisco Fire Department by their voluntary contributions through payroll deductions.

Flame currently provides worthwhile activities to over 5,000 boys and girls ages 6 through 19. They sponsor and oversee basketball and baseball programs in addition to underwriting and organizing various outings for handicapped children.

BUREAU OF PERSONNEL

The Bureau of Personnel is staffed with one Battalion Chief, four Lieutenants, one Senior Personnel Clerk, and one Personnel Clerk.

The Bureau of Personnel has several areas of responsibility:

- Balancing the daily firefighting staff.
- Scheduling vacations and other time off for the staff.
- Maintaining all work history records.
- Generating reports and statistics regarding personnel.

DAILY STAFFING

Daily staffing involves balancing the on-duty personnel at 294 each day. This is the number of firefighting staff scheduled minus the absentees (vacation, sick leave, etc.) plus the members hired on overtime. This operation requires that the Bureau fill all of the firefighter and officer positions that are open due to vacation, sick leave, disability leave, etc., by detailing personnel to open positions.

At the Bureau of Personnel, the office occupied seven days a week in order to maintain daily staffing. There are approximately 1000 officers detailed to different or open positions each month.

In addition to the regular details, the detail desk also receives daily reports of sick and disability leave and assigns overtime (WDOs - working day off) for officers and firefighters. The Bureau of Personnel also maintains records of all absences and details for payroll purposes.

The average number of personnel scheduled to work each day in the firefighting force has decreased from 355 per day in fiscal year 1991-92 to 351 per day in fiscal year 1992-93. Average daily absences decreased from 79.62 per day to 64.42 per day.

The average number of WDOs worked during the year was reduced from 21.79 per day in 1991-92 to 9.1 per day in 1992-93 resulting in a reduction in overtime pay of \$3,242,295.

The daily firefighting staff was reduced from 298 to 297 per day on July 8, 1992 by reducing the daily staff of Engine 20 by one firefighter. Firefighting staff was further reduced to 294 per day on September 23, 1992 by closing Division 1 and eliminating one assistant chief's position (four Assistant Chiefs) and one chief's aide position (four Chief's Aides).

VACATIONS/TIME OFF

The Bureau of Personnel is responsible for scheduling all vacations and time off taken in lieu of pay (TC time). Over 40,000 computer entries dealing with these requests were made during the year.

WORK HISTORY

The Bureau is responsible for maintaining the work history records of uniformed and non-uniformed employees. This includes making the computer entries as well as maintaining and administering the paper work.

PERSONNEL HISTORY

All personnel reports used by the Department are generated by the staff of the Bureau of Personnel. The reports that are generated range from simple alphabetical lists to complex queries utilizing many databases.

PREMIUM & ASSIGNMENT PAY

The Memorandum of Understanding between Local 798 and the City and County of San Francisco for the period of July 1, 1991 to June 30, 1995 was signed in June of 1992.

Among the changes instituted by this agreement was the provision for Educational Incentive pay, Hazardous Materials Technician pay, Emergency Medical Technician pay, Apparatus Operator Assignment pay, and Staff Duty Assignment pay.

The responsibility for recording and tracking status and qualifications for record keeping and payroll purposes fell to the Bureau of Personnel. Personnel tracks the certification and expiration of various certificates required by the new positions and reports their status to payroll so that members' pay may be adjusted up or down.

As of June 30, 1993, the number of members receiving Premium and/or Assignment pay was:

Educational Incentive Pay	130
Hazardous Materials Pay	46
Emergency Medical Technician Pay	506
Emergency Medical Technician II Pay	113
Apparatus Assignment Pay	235
Staff Duty Assignment Pay	26

AVERAGE DAILY FIREFIGHTING STAFF
(1992-93)

Average number of employees scheduled to work:			
	1990-91	1991-92	1992-93
	346.13	354.99	351.47
Absences:			
Vacation	21.34	21.64	19.70
I.D.V.	3.95	3.86	4.51
Floating Holiday	5.44	6.44	0.00
Time-Coming	4.15	3.82	4.00
Sick Leave	13.50	16.69	16.38
Disability Leave	22.51	23.09	17.25
Other Absences	6.75	4.08	2.58
Average number absent:	77.64	79.62	64.42
Average WDOs:	29.51	21.79	9.10
Total daily staff:	297	297	294

INVESTIGATIVE SERVICES BUREAU

The Investigative Services Bureau (ISB) functions as the internal investigative unit of the Department under the Chief of Management Services. The Bureau is staffed by one H-30 Captain, the officer-in-charge, and one H-20 Lieutenant. The ISB is responsible for the following functional areas:

Internal Affairs Investigations

The Bureau is responsible for investigating internal affairs complaints when directed by the Chief of Department, Deputy Chief of Operations, Deputy Chief of Administration, or Assistant Chief of Management Services. The Bureau manages the drivers tracking program, investigates citizen complaints (other than EEO complaints), and testifies before the Fire Commission in regards to any ISB related investigation or inquiry. The ISB is on-call to assist field command staff with investigations.

Substance Abuse Testing

The Bureau manages the disciplinary drug testing program which includes collecting evidence, securing samples, scheduling tests, and the maintenance of drug rehabilitation records. The Investigative Services Bureau is responsible for keeping abreast of technical and legal developments impacting the Department's drug testing program and, when necessary, changing test protocol to conform to the highest legal and technical standards. The Bureau acts as a liaison to the Toxicology Division of the Medical Examiner's office and, when necessary, testifies before the Commission or other bodies of law in regards to substance abuse cases.

Background Investigations of New Employees

The ISB investigates the background information of potential employees utilizing Police Officer Standards and Training (POST) guidelines and San Francisco Fire Department Policy Statement No. 26. The background investigation includes a criminal history, driving history, past employment, residency, and other areas of inquiry. The Bureau acts as a liaison with the Civil Service Commission regarding employment issues with potential employees.

Works with City and District Attorney

The Bureau works with the City and District Attorneys' offices in scheduling Department members for depositions, in the issuance of summons, subpoenas and any other area in which liaison is necessary with these offices. The Bureau assists these offices, as necessary, in preparing cases involving the Department.

Liaison with Local Police Agencies

Investigative Services maintains a liaison with Bay Area police agencies to develop inter-agency involvement in cross-jurisdictional cases, and to develop and maintain procedures used to deal with cases involving the Department or its members.

Assists the Chief of Management Services

The ISB assists the Chief of Management Services in preparing discipline cases for adjudication before the Fire Commission. The Bureau collects reports, statements, and other documents for use by the Chief in prosecuting cases for the Department. The Bureau, when necessary, assists the Deputy City Attorney in the preparation of discipline cases. The Bureau assists the Chief with periodic special studies or projects.

Instruction and Training

The Bureau prepares and provides courses involving substance abuse testing and related issues. ISB personnel attend training seminars to keep abreast of legal and technical developments related to drug testing and internal investigations.

Summary of Bureau Activities for 1992-93

Background Investigations	85
Staff Reports presented to Civil Service	15
Drug Tests Cause/Rehabilitation	9
Internal Investigations	2
Instruction and Training Classes	3
Special Projects	9
DMV Pull Notices	1700

VEHICLE ACCIDENTS

Unfortunately vehicle accidents involving our rolling stock increased proportionately to the increase in emergency response. The good news is the great majority of accidents were of a very minor nature.

The necessity of driver training, residential and commercial inspection programs, and additional training exercises have required increased street time for the apparatus. Since the earthquake of '89, surface traffic has increased dramatically because of damaged freeways making driving to emergencies in our City much more challenging. Fortunately, the Accident Review Board developed a very successful public service message that instructs the public what to do when they see or hear responding emergency vehicles. This message has been aired on most major networks. A goal for the upcoming year is to reduce or eliminate accidents caused by backing up by increased awareness and providing additional training.

Classification of Accidents

The method for classifying accidents is A, B, C, or Refer to Chief of Department for consideration of disciplinary action. Following a review of all reports and relevant materials the committee decides which of the following categories apply to the accident:

- A. An accident which has occurred because of inattention to vehicle operator's and/or officer's responsibilities or because of misjudgment of clearance in operating apparatus near stationary obstacles.
- B. An accident in which Fire Department personnel exercised reasonable judgment and precaution, exhibited good apparatus operator's and officer's skills and observed all state, local and Fire Department statutes, ordinances and rules.
- C. An accident which has occurred because of apparatus operator's misjudgment of clearance, deficiency in defensive driving techniques, or failure to anticipate other vehicle's movements.

MANAGEMENT SERVICES
SFFD Annual Report 1992-93

Total alarms:	<u>88/89</u>	<u>89/90</u>	<u>90/91</u>	<u>91/92</u>	<u>92/93</u>
	58,178	59,712	57,497	59,521	60,994
<u>Accidents</u>					
Category A					70
Category B					55
Category C					25
Referred to Chief of Department					4
Total Accidents	101	133	167	137	154

What Apparatus Was Doing At Time of Accident

	<u>88/89</u>	<u>89/90</u>	<u>90/91</u>	<u>91/92</u>	<u>92/93</u>
Moving Straight Ahead	38	45	81	55	55
Turning Right	14	18	23	15	19
Turning Left	10	20	18	14	18
Backing Into Quarters	9	12	20	18	16
Backing (Other)	13	17	11	12	16
Stopped	17	21	14	23	30
TOTAL	<u>101</u>	<u>133</u>	<u>167</u>	<u>137</u>	<u>154</u>

Damage to Fire Department Vehicle

	<u>88/89</u>	<u>89/90</u>	<u>90/91</u>	<u>91/92</u>	<u>92/93</u>
Sideswipes	41	40	55	46	56
Right Angle	13	10	17	14	11
Rear Ends	12	12	26	9	11
Front Ends	13	7	20	22	28
Other	6	8	9	4	10
No Damage	16	56	40	42	38
TOTAL	<u>101</u>	<u>133</u>	<u>167</u>	<u>137</u>	<u>154</u>

Vehicle Accidents by Unit Classification

Fiscal Years

<u>FIRE SUPPRESSION</u>	<u>88/89</u>	<u>89/90</u>	<u>90/91</u>	<u>91/92</u>	<u>92/93</u>
Deputy & Chief of Department	1	3	1	0	2
Assistant Chiefs	0	2	2	1	1
Battalion Chiefs	4	7	8	7	6
Engine Companies	44	55	82	75	78
Truck Companies	29	45	53	39	48
Hose Tenders	0	0	0	0	0
Haz. Mat. Unit	0	0	0	0	0
Rescue Companies	1	0	1	1	3
Service Squad	0	3	1	2	1
Foam Unit	0	0	0	0	0
Fuel Unit	0	0	0	0	0
Utility Unit	0	0	0	0	0
Airport Companies	3	0	1	0	0
	<u>82</u>	<u>115</u>	<u>149</u>	<u>125</u>	<u>139</u>
<u>SUPPORT SERVICES</u>	<u>88/89</u>	<u>89/90</u>	<u>90/91</u>	<u>91/92</u>	<u>92/93</u>
Division of Fire Prevention and Investigation	8	8	8	6	6
Personnel Center	0	1	0	0	1
Division of Training	0	1	4	2	4
Bureau of Engineering & Water Supply	7	3	6	3	3
Bureau of Equipment	0	1	0	0	0
Headquarters Staff	4	4	0	1	1
	<u>19</u>	<u>18</u>	<u>18</u>	<u>12</u>	<u>15</u>
GRAND TOTALS	101	133	167	137	154

Vehicle Accidents by Classification

<u>Type of Accident</u>	<u>88/89</u>	<u>89/90</u>	<u>90/91</u>	<u>91/92</u>	<u>92/93</u>
Collision with Fixed Objects --					
Parked Vehicles, Buildings, etc.	45	55	67	68	99
Moving Vehicles	36	50	58	50	39
Another SFFD Vehicle	1	2	2	0	1
Other	9	6	10	5	0
Intersection Collision	10	20	30	14	15
	<u>101</u>	<u>133</u>	<u>167</u>	<u>137</u>	<u>154</u>

MERITORIOUS COMMENDATIONS

In 1992-93, the Fire Commission accepted the recommendations of the Merit Advisory Board and the Chief of Department concerning acts of heroism performed by the following Department members during the period April 1992 through December 1992:

Class "B" Award

Firefighter Thomas J. Kohmann

Class "C" Award

Lieutenant James P. Lyons
Pilot Robert R. Costa
Firefighter William B. Koehler
Firefighter Thomas J. Kohmann

Firefighter John J. O'Callaghan
Firefighter Walter T. Posey
Firefighter Victor H. Wyrsh

There were 2 Unit Citations, 4 Certificates of Commendation, and Letters of Commendation awarded to uniformed members during this period.

SUPPRESSION



FIREFIGHTING AND RESCUE SERVICES

The Suppression forces provide protection to 738,700 citizens residing in the 49 square miles of San Francisco. During the business day, this number increases to approximately one-and-one-a-half million. The Suppression forces consist of 41 engine companies, 18 truck companies, 2 rescue squads, two fireboats, and other special purpose units. The companies are organized in two divisions which are further divided into 10 battalions. A third division comprised of three firefighting companies is located at San Francisco International Airport.

During the fiscal year 1992-93, Suppression units responded to 60,994 incidents, a increase of 3% over the previous fiscal year. A total of 27,730 responses were made to medically related incidents. The number of false alarms increased by 534 over the previous year.

The primary responsibility for in-service training of Suppression firefighters is with the company officers, but the Division of Training supplements this training and also evaluates the performance of individual fire companies and firefighters. In addition, designated officers, in cooperation with the Division of Training, provide training in specialized areas, such as Hazardous Material incident response, BART and MUNI Metro underground firefighting and rescue, high-rise building firefighting, wildland firefighting, and surf and cliff rescue.

The following is a recapitulation of Fire Department response from 1987-88 to 1992-93 and a comparison of the number of incidents by type for 1991-92 and 1992-93.

FIREFIGHTING AND RESCUE SERVICES

Recapitulation of Fire Department Response

	<u>87-88</u>	<u>88-89</u>	<u>89-90</u>	<u>90-91</u>	<u>91-92</u>	<u>92-93</u>
Total Fire	6,212	5,920	6,210	6,128	6,265	6,359
False Alarms	8,265	9,046	9,713	9,541	9,716	10,250
Emergency Other than Fire	37,855	43,212	43,789	41,828	43,251	43,079
(Resuscitations)	(1,497)	(1,295)	(1,068)	(1,045)	(1,163)	(1,306)
Total Alarms	52,332	58,178	59,712*	57,497	59,232	60,994
Major Alarms*	71	92	72	68	52	57

*Total does not include 600+ responses related to October 17, 1989 Earthquake

Summary of Incidents by Type

	<u>91-92</u>	<u>92-93</u>
<u>Fires</u>		
Unknown Type Fire	8	2
Building Fire	2,150	2168
Trees, Brush, Grass	860	883
Vehicle Fire	1,105	1162
Refuse Fire	1,908	1927
Outside Structure	97	83
Explosion	8	5
Outside Spill/Leak	0	0
Mobile Home	2	2
Other Fire	<u>127</u>	<u>127</u>
<u>TOTAL</u>	6,265	6359

False Alarms

Malicious/Mischief	6,445	7,367
Bomb Scare, No Bomb	7	4
System Malfunction	2,057	1,813
Unintentional	<u>1,207</u>	<u>1,066</u>
<u>TOTAL</u>	9,716	10,250

Emergency Other Than Fire

Rescue Calls

Resuscitation-Positive	193	182
Resuscitation-Negative	970	1,124
First Aid	25,781	26,424
Rescue/Extrication	79	99
Potential Jumper	26	30
Elevator/Escalator	372	337
Trapped in Auto	222	199
Cliff/Landslide	22	23
Aircraft Incident	0	1
Drowning	<u>10</u>	<u>2</u>
<u>TOTAL</u>	27,675	28,428

Overpressure

Steam Rupture	39	19
Air/Gas Rupture	151	104
Water Heater/Boiler	<u>108</u>	<u>87</u>
<u>TOTAL</u>	298	210

SUPPRESSION
SFFD Annual Report 1992-93

	<u>91-92</u>	<u>92-93</u>
<u>Hazard Conditions</u>		
Washdown Blood	127	136
Washdown Gas/Oil, etc.	937	913
Explosive Removed	8	13
Excessive Heat	199	201
Power Lines Down	100	148
Arc/Short Electric	385	349
Refrigeration Leak	10	7
Smell of Natural Gas	25	28
Building Collapse	4	2
Aircraft Alert	<u>71</u>	<u>53</u>
<u>TOTAL</u>	1,866	1,850

<u>Good Intent Calls</u>		
Smoke Scare/Smell	177	198
Wrong Location	35	42
Control Burn	12	11
Alarm Bell Ringing	3,656	3,886
Recall/No Service	890	861
Recall/Medical	<u>296</u>	<u>213</u>
<u>TOTAL</u>	5,066	5,211

<u>Service Calls</u>		
Cover a Window	364	389
Lock-Out/Lock-In	901	891
Water Removal	995	1,006
Smoke/Odor Removal	933	912
Animal Rescue	52	38
Assist Police	366	389
Broken Hydrant	362	382
Boat Sinking	7	9
Loose Structure	38	51
Broken Sprinkler	<u>101</u>	<u>78</u>
<u>TOTAL</u>	4,119	4,145

<u>Hazardous Material Spill</u>		
Unknown	37	28
Explosives	5	7
Compressed Gas Leak	89	87
Flammable Liquid Spill/Leak	123	97
Flammable Solids	2	3
Oxidizing/Organic Peroxides	2	2
Poisons	2	4
Radioactive Material	0	0
Corrosives	9	8
Other Regulated Material	<u>27</u>	<u>25</u>
<u>TOTAL</u>	296	261

SUPPRESSION
SFFD Annual Report 1992-93

	<u>91-92</u>	<u>92-93</u>
<u>Miscellaneous Calls</u>	3,931	4,280
<u>Fires - Source of Heat Ignition</u>		
Heating Systems	123	131
Cooking Equipment	922	967
Air Conditioning Equipment	15	16
Electrical Distribution Equipment	340	356
Electrical Appliances	116	111
Special Equipment	267	281
Processing Equipment	10	7
Service Equipment	39	30
Other Objects	2,796	2785
Undetermined	1,637	1674
<u>Fires - Type of Material Ignited</u>		
Gas	56	58
Flammable Liquid	468	499
Volatile Solid	363	462
Chemical-Metal-Plastic-Paint	224	228
Natural Product	1,506	1,524
Fabric-Textile Fur	651	653
Material with Oil	37	36
Other	234	250
Undetermined	516	450
Wood-Paper	2,210	2,199
<u>Fires - Number and by Property Class</u>		
<u>Public Assembly</u>		
Amusement-Fixed	60	63
Amusement-Variable	6	8
Churches	5	5
Libraries, Courts	2	1
Eating, Drinking	75	88
Terminals, Station	19	4
Theaters	9	4
Clubs	6	5
<u>Educational</u>		
School, Non-Resident	33	43
Business Schools	13	4
Universities	2	3
School, Residential	0	0
Unclassified	0	0

SUPPRESSION
SFFD Annual Report 1992-93

	<u>91-92</u>	<u>92-93</u>
<u>Institutional</u>		
Care of the Aged	7	9
Care of the Young	4	2
Sick or Injured	40	40
Physical Restraint	10	3
<u>Residential</u>		
One & Two Family	445	469
Apartments	1,286	1,285
Rooming House	3	1
Hotel	110	115
Motel	4	0
Dormitory	3	7
Mobile Home	0	1
Other	0	2
<u>Store & Office</u>		
Food, Beverage	27	24
Textile, Clothing	9	1
Household, Repair	5	7
Specialty	17	14
Recreation	9	3
Professional	19	18
Motor Vehicle	6	9
General Item	3	7
Offices	99	92
<u>Basic Industry</u>		
Communications	1	1
Utilities	51	71
Agriculture	19	9
Forestry	55	62
Mineral Products	0	1
Laboratories	2	5
<u>Manufacturing</u>		
Food	17	4
Beverage, Tobacco	2	1
Textiles	1	1
Wearing Apparel	1	3
Wood, Paper	18	17
Chemical	6	5
Metal	12	7
Vehicle	2	3
Other	0	4
Unclassified	6	2

SUPPRESSION
SFFD Annual Report 1992-93

	<u>91-92</u>	<u>92-93</u>
<u>Storage</u>		
Textile	4	0
Food, Tobacco	3	7
Petroleum, Alcohol	0	0
Wood, Paper	4	6
Chemical, Plastic	3	2
Metal	2	3
Vehicle	17	20
General	35	31
Agriculture	3	0
Unclassified	1	0
 <u>Special Properties</u>		
Construction	26	44
Special Structures	23	22
Outdoor	1,227	1,413
Road	1,198	1,068
Equipment	3	2
Railroad	8	8
Aircraft Areas	0	0
Water Areas	4	5
Unclassified	1	1
 <u>Mobile Property</u>		
Road-Passenger	1,033	1,087
Road-Freight	84	93
Rail Transport	6	6
Water Transport	8	1
Air Transport	1	1
Heavy Equipment	9	1
Special Vehicles	0	0
Unclassified	27	5

DIVISION OF AIRPORTS

Division #4 of the San Francisco Fire Department is responsible for providing fire protection, training and prevention for the San Francisco International Airport. The Division's services are provided by three airport fire companies located at two fire stations at the airport. These companies also make regular building inspections of terminals, cargo areas and other structures.

Airport company #1, located in Fire Station #1, is an Aircraft Rescue and Firefighting (ARFF) Company, composed of two (2) ARFF units.

Airport company #2, located in Fire Station #2, is an Aircraft Rescue and Firefighting (ARFF) company composed of two (2) ARFF units. One defibrillator is assigned to Airport Company #2.

Airport company #3, located in Fire Station #1, is a structural company providing first aid and structural protection. This company is composed of three (3) units - engine, truck, and first aid vehicle. Two defibrillators are assigned to Airport Company #3.

Fire Prevention activities for Division #4 are provided by two (2) Deputy Fire Marshals and a Fire Safety Inspector. Duties include regulation of hazardous materials, code enforcement, and training in fire extinguisher operation and earthquake preparedness.

The Division #4 staff includes a Division Chief, an Operations Officer and a secretary. Aircraft rescue and firefighting operations are regulated by Federal Aviation authority. All Division #4 personnel are certified annually by the Federal Aviation Administration (FAA). At least two of the on-duty personnel are certified scuba divers, equipped for response to water emergencies.

In addition to regular drills as scheduled by the San Francisco Fire Department, special drills are also conducted. Each month, three surprise exercises are conducted (RED CAPs). These exercises involve not only the Airport Fire companies, but also Airport police, medical, communications and operations personnel. Exercises are primarily aircraft related, but are also used for simulated water rescue, hazardous materials and medical problems.

In recognition of the Airport's safety and emergency preparedness efforts, the Aviation Safety Institute has bestowed its Safety Institute Award to San Francisco International Airport for the 16th consecutive year, greatly due to the Crash/Fire preparedness we provide.

AIRPORT RESPONSE STATISTICS

1992-93

Aircraft Incidents	125
Brigades (Panel Alarms/Good Intent)	327
Building Fires	5
Code 10 (Bomb Threats)	6
Elevators/Escalators	212
Fuel Spills	110
Grass/Trash Fires	10
Hazardous Materials	3
Medical Alarms	1025
Vehicle Incidents	53
Water Rescues	8
TOTAL	<hr/> 1,884

HAZARDOUS MATERIALS PROGRAM

To meet the potential danger posed by the increased usage of toxic and otherwise hazardous materials, the San Francisco Fire Department placed a Hazardous Materials Response Unit into service on October 1, 1982.

The Hazardous Materials Response Unit (Haz Mat 1) is quartered at Fire Station 36. The Hazardous Materials Response Team is made up of the members of Engine Company 36, backed up by the members of Rescue Squad 1 and Rescue Squad 2. Emergency operations are coordinated by the chief officers of Battalion 2. Further support is given to the unit by inspectors from the hazardous materials permit section of the Fire Prevention Bureau, industrial hygienists and environmental health inspectors from the Department of Public Health, and the Coast Guard. The normal "emergency response" for the hazardous materials team is Battalion Two (two individuals), Haz Mat 1 (four individuals), and one individual from the Health Department.

During the year, the team has been called out on incidents involving asbestos, spills of unknown powders, reacting chemicals, large fuel spills, and for evaluation of the chemical hazard following fires. It is not the quantity released or involved that determines the severity of a hazardous materials incident, but the hazards presented and the system impacted that are of concern.

The Hazardous Materials Unit has been outfitted with identification equipment, hazard assessment equipment, personal protective equipment, control and containment equipment, and decontamination equipment.

During the 80's, equipment was added to the response unit as needs were identified. The original response unit proved to be too small for the current needs of our personnel, and a larger step-van was built to our specifications and placed in service in January 1991. The new vehicle has the much needed larger storage area for equipment and personnel comfort.

The new vehicle is equipped with 6.5 KV diesel power, a refrigerator, and a microwave oven. The storage area has open shelves with "crates" for the storage of equipment. The decontamination equipment is stored in green crates, the personal protective equipment is stored in yellow crates, and the leak stopping devices and equipment are stored in red crates. The color coding makes for easier locating of equipment. Each crate is marked as to its contents, and the shelves are also marked. Equipment improvements during the year were limited due to budget constraints, but a new combustible gas detector with LEL, ppm, and oxygen detecting capability was purchased.

The Hazardous Materials Support Unit quartered at Station 29 is a stake-bed truck with a hydraulic lift-gate. This vehicle carries a large supply of foam, 55 gallon overpack drums, numerous bags of absorbant material, and a 1500 gallon chemical resistant portable tank. The support unit is available by special call and will normally respond only with a driver.

Training for personnel this year has included: in-house training for members of Station 36; an 80 hour upgrade/recertification class for all Hazardous Material Technicians to Hazardous Materials Specialist certification (Fire Department personnel and the emergency responders from the Department of Public Health); and the completion of 280 hours of hazardous materials class for five members of the Fire Department. Fifty-two members of the Fire Department are certified Hazardous Materials Specialists. Twenty-one of these personnel work out of Station 36. To maintain compliance with federal OSHA laws, personnel who make a spot at Engine 36 or Battalion 2 must successfully complete the 280 hour State certified hazardous materials course. Additionally, all personnel certified as Hazardous Materials Specialists have been recognized by the Department this year with premium pay. Each probationary class of firefighters receives 8 hours of hazardous materials awareness/operations information.

The Department Hazardous Material Specialists assisted the Department of Public Health Bureau of Toxics personnel in the development of the Area Plan for Hazardous Materials Incidents and the San Francisco Bay Oil Spill Contingency Plan.

WATER/CLIFF/SCUBA RESCUE TEAM

Our investment in equipment and training over the past year has allowed us to stride forward in our ability to safely and rapidly deploy a proficient Water/Cliff/SCUBA Rescuer. In training, we have stepped up the capability level of the Water Rescue Swimmer Department, United States Coast Guard, United States Park Service and Park Police have been trained through our Course using the Presidio Swimming Pool (compliments of the U.S. Army). All participants were required to swim 400 yards under 12 minutes and perform rescue techniques under simulated conditions at Ocean Beach. Ongoing Collateral drills were conducted with the Park Service and the Coast Guard.

Under the directions of the Water Rescue Committee, a course was conducted in July for the Battalion Chiefs and Chief's Aides on the Incident Command for Water/Cliff Rescues. A subsequent course, included as a segment of the Battalion Chief's Management Course, was conducted through the Division of Training.

Training has continued for our members of the Cliff Rescue Team and the Park Rangers from the the Golden Gate National Recreational Area. Adopted and implemented is a standardized rope rescue system which facilitates inter-agency participation on all cliff rescues.

Trauma First Aid Rescue Backpacks, Miller Full Body Splint Litter (Boards), and Sked Boards were added as inventory on the Cliff and Surf Rescue Response Vehicles. Since 20% of victims rescued suffer from major traumatic injuries, this will allow for more rapid treatment and extrication. Procedural instruction on these devices and equipment is given during the weekly Surf Rescue drills held at Ocean Beach.

The SCUBA Rescue Team has expanded to 35 qualified members who have been instructed in the Fire Service Diver Course. A EXO-26 2-way underwater mask communication system has been purchased and all FSD have received operational training in the use of this equipment. With the help of this equipment and with standard operating procedures and protocols in effect, the SCUBA Rescue Team has safely responded to several calls over the past year.

Not only has the Water Rescue Team's Jet ski segment become fully operational, but the effectiveness of this segment has been evident as well. During an Alcatraz swim (to Aquatic Park), the Water Rescue Team was called upon to assist over 80 swimmers when stronger than usual outgoing tidal action occurred. The jet skis played an instrumental role in many of these assists and rescues. For their aid and assistance to wind surfers in distress, a Plaque of Appreciation from the Wind Surfer Association was presented to the SFFD Water Rescue Team members at Station 16. The Yamaha corporation has not only supplied these jet skis on loan, but has made a commitment to assist us in every way. They are in the process of altering their jet skis to meet the demands of our water rescue incidents. Two additional jet skis are on loan to the Department for use by the Airport Fire Department.

The SFFD was able to secure a surplus United States Coast Guard 20 foot Avon rigid-hulled inflatable boat powered by two 65 Horsepower outboard motors. Work has been ongoing to restore this boat to operational condition. It will be outfitted with a primary response purpose for SCUBA rescue operations. Of secondary consideration, it will serve as a backup for all other types of water rescues.

Our priorities for next year are to continue to fine tune the operation of training and responses for all water and cliff rescue incidents, emphasizing rescuer safety. In order to promote and improve all multi-agency responses, meetings and cross training will be conducted on a regular basis with the GGNRA Park Rangers, USCG responders, and EMS supervisors. Drills will be conducted for Engines 14, 31 and 34 in assisting the GGNRA Park Rangers in the launching of their Zodiac inflatable boat at China Beach. Our weekly drills at Ocean Beach will resume in March and 35 additional members of the Department are on line to take our basic water rescue lifesaving course.

MUTUAL AID PROGRAM

The Fire Service, because of its complexity in services and at times the tremendous burdens it faces, must rely on a Mutual Aid System. No city is an island, and at any time the Fire Department may have to receive or contribute Mutual Aid Resources.

California has possibly the finest Mutual Aid System in the world (California State Mutual Aid System) and the San Francisco Fire Department is part of that system. San Francisco participates in two ways: one by supplying crews for our State Office of Emergency Service owned engine, or by supplying Department crews and equipment to another city in need.

DIVISION
OF
FIRE PREVENTION
&
INVESTIGATION



BUREAU OF FIRE PREVENTION

The Bureau of Fire Prevention's authorized strength during fiscal year 1992-93 was eighteen civilians and twenty-one uniformed inspectors. In addition, the Bureau has two fire protection engineers and six clerical positions. Nine uniformed officers are assigned to the Bureau to provide supervision and management.

The Bureau's Fire Inspection Tracking System (FITS) Computer system enables the Bureau to track Fire Code violations for which citations have been issued by Fire Inspectors. Building owners are obligated to pay a reinspection fee for the required follow-up inspection to ensure abatement of the Fire code violation.

DISTRICT INSPECTORS

There are fifteen district inspectors with two supervising lieutenants that correspond to the ten fire battalion districts. The district inspectors enforce the Uniform Fire Code with the State and City amendments, Title 24 State Building Fire Code and the San Francisco Building Code in occupancies regulated by the State Fire Marshal. The district inspectors address all fire/life safety complaints from citizens and other public agencies, grant fire clearances for referral permits from the police department, health department, and state/federal licensing agencies. They provide Code information, interpretation and technical assistance to the construction, design, and engineering professionals as well as the general public and other fire departments. The district inspectors maintain a violation and citation program and assist with CRISP violation compliance.

INSPECTIONS

Referrals received from outside agencies:

State Fire Marshal	334
Police Department	171
Department of Public Health	636
Bureau of Building Inspection	6,014

Bureau of Fire Prevention Generated Activities

Permit Renewal Inspections	2,146
New SFFD Permit Inspections	1,062
Annual High Rise Inspections	476*
Complaint Inspections	2,808
Total Inspections Made	37,113**

Fees Generated Through Inspections Conducted

Bureau of Building Inspection	\$ 890,093
Annual High Rise Inspections	\$ 412,949
New SFFD Permit Applications	\$ 126,654
Reinspection Fees	\$ 80,502***
Infraction Fees	\$ 6,175

Total Fees Generated **\$1, 926,446**

- * includes vacant High Rise buildings
- ** re-inspection included
- *** includes \$20,053 in collected lien proceeds

CODE DEVELOPMENT

The Bureau of Fire Prevention adopted the 1991 Uniform Fire Code with amendments, which is known as the San Francisco Fire Code as projected in last year's annual report. Uniformity of the codes is crucial since both codes address fire and life safety requirements and the Fire Department is required, pursuant to Health and Safety Code section 13146, to enforce building standards and other regulations of the State Fire Marshal pertaining to fire and life safety.

PLAN CHECKING

The Bureau of Fire Prevention, with six members under the supervision of a lieutenant, is assigned to check plans for alterations and new construction of buildings for compliance with laws and ordinances related to egress, fire protection, and fire spread control. The Bureau of Fire Prevention and the Bureau of Building Inspection have established committees to review enforcement policies and to develop parameters for the design of required life safety components for buildings. These committees meet with the public and solicit their input to solve enforcement and procedural problems. Since such meetings have been part of the program, problems involving plan checking have diminished.

The plan checking unit is divided into three areas in order to enhance the efficiency of the City's permit processing and related systems. The areas are as follows:

The first area is the construction services counter whose mission is to simplify and consolidate the permit process, and to provide, in one location, the authority for review and issuance of permits and when appropriate, a permit with a single visit by the applicant.

The second area is the Commercial Tenant Improvement (CTI) process. The intent of the CTI process is to provide a rapid architectural plan review for existing single tenant business office spaces on a single floor where no primary structural work and no change of occupancy occurs.

The third area has the responsibility to process the larger more complex projects requiring a greater length of time to review.

ACCELERATED CODE ENFORCEMENT

In abatement cases that become protracted or require correction through the assistance of the City Attorney or District Attorney, the Accelerated Code Enforcement Fire Inspector (A.C.E.) pursues the matter with appropriate legal authorities until a resolution is reached. If a case requires judicial action, the A.C.E. inspector represents the City and the San Francisco Fire Department as an expert witness.

The assignment includes the responsibility for the research of ownership and of property information pertinent to the case, participation in consultation, and court appearances. Additionally, the A.C.E. Inspector inspects and takes appropriate action on matters of immediate fire safety concerns as directed by the Fire Marshal.

Other activities performed in this area include inspections of City and County of San Francisco properties, structures and the San Francisco Housing Authority sites throughout the City. Additional responsibilities include participation with neighborhood task force groups throughout the City. The Task Force consists of Code Enforcement officers from the Fire Department, Police Department, Department of Public Health, Bureau of Building Inspection and the City Attorney.

PERMIT SECTION

The Permit Section of the Bureau of Fire Prevention is responsible for the administration, evaluation, inspection, and issuance of fire permits for 55 activities regulated by the Municipal Fire Code. Additional responsibility is to provide staff support for the fire inspector assigned to the City and County Hazardous Materials Program. The section is staffed by three fire inspectors and one permit clerk, under the supervision of a lieutenant.

During the fiscal year 1992-93, the Permit Section processed 1,062 new permit applications and renewed 2,146 SFFD permits issued by the Bureau of Fire Prevention in the previous year. The number of new applications increased by 302 from last year. The growth was due to the increase in the number of regulated activities from 52 to 55 with the recent adoption of a revised edition of the Municipal Fire Code.

INSTITUTIONS INSPECTOR

Our Institutions Inspector is responsible for the inspection of detention facilities and facilities providing 24 hour nursing, care and supervision. The scope of this assignment includes preliminary plan reviews and meetings, construction inspections, and maintenance inspections. Our inspector has been working closely with the Office of the Statewide Health, Planning and Development on the City's hospital construction projects. Our local requirements must be conveyed by our inspector to the facility designers, reviewed and approved by our inspector before the Office of the Statewide Health, Planning and Development can approve construction. We have listed several of these major projects below.

San Francisco Mental Health Facility

This facility is being built by the City and County of San Francisco's Health Department in order to provide additional space for the care of the mentally ill. This project has "broken ground" and when completed, this will be one of the largest "locked" facilities.

Kaiser Permanente Hospital

Kaiser has completed their new North addition which is now a block long facility. Preliminary meetings are being held to discuss Kaiser's six phases remodeling plan to their "old" building at 2425 Geary Boulevard. A new fire alarm control area will be added.

Kaiser's French Campus is currently in the process of their multi-phase projects. These projects include fire sprinkler protection of the corridors and compartmentalization. With the motivation of the Fire Department, Kaiser will also provide patient room smoke detection, automatic releasing smoke detector activated patient room doors, and a new sprinkler riser as a part of their project.

Jewish Home for the Aged

A new 120 bed care facility is currently under construction. This new building will be the Jewish Home's fourth building in this multi-acre care facility. In order to provide fire protection, the Jewish Home will be provided with an on-site hydrant to their property. Hydrant locations were reviewed by Battalion Chief District Nine and our inspector.

California Pacific Medical Center

The Pacific Campus located at 2333 Buchanan Street has replaced their fire alarm system. This new system also includes a new annunciation panel located by the main lobby in order to provide quick identification and location to the incident area. Area fire companies were oriented on this new panel and its location.

The second area of responsibility includes the inspection of detention facilities. These include the City's new jails, police station holding cells, work furlough programs, and juvenile halls.

San Francisco Sheriff's Facility

This new facility is currently under construction. The Fire Department is currently working with the California Board of Corrections and the California State Fire Marshal's Office to assure that the facility meets local requirements and interpretations.

Juvenile Hall

Monthly meetings are being held with the members of the City Attorney's Office, Department of Public Works, Bureau of Architecture, City's Probation Department, and Juvenile Hall. These meetings are held in order to address and correct problems, in addition, to avoid a lawsuit against the City.

RESIDENTIAL CARE FACILITIES

The Residential Care Facilities Inspector is responsible for all State-licensed residential care facilities (RCF) that provide 24-hour care and supervision to more than six (6) residents. These facilities are required to be inspected at the request of several state agencies to ascertain compliance with fire/life safety requirements prior to issuance of license, capacity change, client change, as well as license renewal. These facilities include RCF for the elderly, adult group homes, group homes for children, homes for the mentally ill, homes for the developmentally disabled, community correction centers, community correction re-entry centers, community treatment programs, work furlough programs, and alcoholism or drug abuse recovery or treatment facilities.

The RCF inspector is involved with the planning of these facilities including review of construction plans that are submitted to the Bureau of Building Inspection to ascertain compliance with State and San Francisco fire and building codes. During construction, field inspections are performed to assure compliance.

Major Projects

Walden House
The Sequoias of San Francisco
The Heritage
Pine Towers (RCPE high rise building)
Leland Group Home
On Lok - RCFE on Larkin Street
Haight Ashbury Free Clinic
Mai-Tri AIDS Hospice
Coming Home Hospice
Peter Claver Community House
Dolores Street Community Center

HIGH RISE INSPECTION PROGRAM

The Health and Safety Code mandates that all high rise buildings be inspected annually. The High Rise Specialists inspect all such buildings for compliance with State and local building and fire codes. The program is staffed with two uniformed inspectors, three fire safety inspectors, and a senior clerk typist under the supervision of a lieutenant.

The goal of the program is to insure that minimum fire safety standards are maintained and that all life safety equipment is kept in operative condition at all times. During the course of inspections, the specialists verify that a maintenance program has been established for such equipment, emergency plans have been established for each facility, and evacuation diagrams have been posted. All plans are reviewed and fire drills are witnessed to insure that occupants of buildings have been trained in emergency response to alarms. During the fiscal year 1992-93, 462 high-rise buildings were inspected. An amount of \$412,949 was collected to cover the costs of such inspections.

FIRE SUPPRESSION INSPECTION PROGRAMS

The Commercial Residential Inspection Safety Program (CRISP) is an inspection program performed by Fire Suppression personnel which targets business establishments and larger residential buildings. Excluded are buildings over 10,000 square feet ground floor area, those over 75 feet high, and one and two family dwellings. This program permits first due companies to identify and eliminate hazards, prepare pre-fire plans, and identify and classify buildings for computer data storage and retrieval.

The Bureau of Fire Prevention stores the data and enforces code, ordinance and regulation compliance. A CRISP director serves as liaison, or intermediary, between the Suppression and Prevention personnel. A new CRISP program was introduced February, 1991 which established expanded inspection and enforcement responsibilities for field officers.

The CRISP program is presently under redevelopment and refinement to meet new 1993 State standards. Inspections have totaled 3,827 in six months time.

SCHOOL INSPECTION PROGRAM

San Francisco Unified School District

The San Francisco Unified School District (SFUSD), consisting of 16 high schools, 18 middle schools, and 71 elementary schools, is in its third year of a five-year plan to correct fire deficiencies throughout its 105 schools.

The SFUSD members have shown significant improvements in life and safety features. In addition, the SFUSD has greatly improved and upgraded its facilities.

All SFUSD members are thoroughly inspected once a year by the School Inspector from the Bureau of Fire Prevention, and once a month by the district's fire company. The monthly inspection includes fire drills.

San Francisco Archdiocese and Private Schools

The San Francisco Archdiocese consists of 7 high schools and 35 grammar schools. Each school abates its deficiencies on an individual, school-by-school basis. These schools are inspected annually by the Bureau of Fire Prevention and four times a year by district fire companies along with a fire drill during each of these company inspections.

There are 46 private schools, 9 high schools, and 37 elementary schools from various affiliations based on religion, vocation, and educational needs. These schools are inspected in the same interval as the Archdiocese schools. There are also 5 college and 6 university campuses, bringing the total schools inspected by the Bureau of Fire Prevention to 211. It is the responsibility of the Bureau of Fire Prevention's School Inspector to insure compliance of all applicable federal, state and local codes in all phases of fire prevention.

DAY CARE FACILITIES

The Day Care inspector is responsible for facilities which provide less than twenty-four (24) hour care and supervision. This includes Child Care Centers, Infant Centers, School Age Centers, and Large Family Day Care Homes. All of these facilities are required to be licensed by several State Agencies which require inspection (fire clearance) prior to the issuance of their license, capacity change, owner change, address change as well as license renewals.

The Day Care inspector is also involved with the planning of these facilities. Prior to any renovation or construction, plans submitted to the Building Department as well as from the Office of the State Architect are reviewed to assure conformance with the California Building and Fire Codes as well as the San Francisco Building and Fire Codes.

Listed below are the types and number of facilities inspected by the Bureau of Fire Prevention's Day Care Facilities Inspector.

<u>TYPE OF FACILITY</u>	<u>NUMBER INSPECTED</u>
Large Family Day Care Homes	95
Infant Centers	17
School Age	38
Child Care Centers	225

HEALTH AND SAFETY SERVICES

One Fire Prevention inspector is assigned to the Department of Public Health (DPH), Division of Toxics, Health and Safety Services. This inspector's duties include handling fire clearances for DPH hazardous materials permits, managing the scheduling of underground tank removals, providing formal and informal fire protection to DPH, and acting as a liaison between the DPH Toxics Division and the Bureau of Fire Prevention Permit Section.

As in the previous year, the major time commitment has been tank removals with a total of 438 sites. The exact number of tanks removed is uncertain, since many sites have more than one tank. An inspector is required to attend all tank removals to oversee safety and health conditions and supervise soil and groundwater sampling.

About 60 percent of the total was home heating oil tanks. Actual removal may account for only a small part of the time spent on these tanks, because telephone or office contact with owners, real estate agents, or financial institutions can be more extensive than in the case of a commercial site. Other major ongoing tank projects include the Hunter's Point Naval Shipyard and the Presidio.

In 1992, the Hazardous Materials Ordinance was rewritten, so businesses with underground tanks and/or certain levels of acutely hazardous materials would need permits, and businesses with minimum amounts of hazardous materials would be registered. Health and fire inspections are required annually for permits, and triannually for registration. In the subject year, 966 sites were registered; of these, 113 requiring permits were inspected, and between 150 and 200 received the triannual inspections required for registration.

The BFP Permit Section and the DPH Toxics Bureau work closely on matters of mutual interest, and the inspector in this assignment transmits pertinent information between the two sections as well as general information between the Health and Fire Departments.

FIRE INSPECTOR TRAINING

Inspectors at the Bureau of Fire Prevention receive approximately 23 hours of in-house training at Headquarters each month. The in-house training also includes proper interpretation of codes, discussion of how new codes (when adopted) will affect enforcement, and discussion of possible solutions to problems encountered during inspections and related activities.

In addition, the inspectors and specialists attend specialized courses in codes and regulations, hazardous materials, hospitals and institutional occupancies, public education programming, plan checking, and fireworks at different State and private learning facilities. At present, most of the inspectors have taken the Fire Prevention 1A and 1B courses offered by the State Fire Marshal's Office at the San Francisco Fire College on Folsom Street. Some inspectors have also taken Fire Prevention 2A, 2B, 2C, 3A, and 3B courses from the California State Fire Academy in Asilomar to further enhance their fire prevention knowledge. In addition, various fire prevention and plan check classes offered by the National Fire Academy in Emmitsburg, Maryland have been attended by selected inspectors. The knowledge gained by the inspectors through these courses was passed on to other inspectors upon return, during the Bureau of Fire Prevention's weekly training sessions.

Selected personnel of the Bureau are members of the Northern California Fire Prevention Officers Association, which holds monthly meetings where information of local and state-wide nature is discussed and interpretations of codes are discussed. Other members of the Bureau are members of the National Fire Protection Association, which is the oldest fire prevention organization in the United States.

PUBLIC EDUCATION

Due to an increase in the number of requests received by the Bureau of Fire Prevention, the Public Education Unit concentrated this fiscal year in conducting fire prevention classes in pre-school and elementary schools. The one-hour class covers subjects such as smoke detector, home escape plans or fire drills, the subject of stop-drop-and-roll, calling 911, and Darth Vader syndrome. In addition, monthly full-evacuation fire and earthquake drills were held in different schools and observed by the engine companies and Battalion Chiefs.

A good number of fire prevention classes were also given to senior citizens, neighborhoods, churches, small businesses, and various ethnic groups to expand their safety information and training on proper exiting, fire safety, fire extinguisher usage and earthquake preparedness. During Fire Prevention Week, fire prevention pamphlets and educational materials were distributed to the schools and the public at various functions such as San Francisco Youth Fair Expo, and Aquatic Park Fleet Week.

The Public Education Unit has assisted corporations in evacuation planning, earthquake supplies planning, fire extinguisher training, fire and/or earthquake drills, home planning for employees, and site examination for non-structural hazards.

DEPUTY FIRE MARSHAL - SAN FRANCISCO INTERNATIONAL AIRPORT

The Airport Fire Prevention Office, recently staffed with three inspectors, is responsible for all aspects of fire and life safety. This is accomplished through the following activities:

- Inspect all structures annually to ensure that fire suppression systems and equipment are installed and maintained in accordance with City, State, and Federal codes.
- Review and approve plans regarding new construction and tenant improvement. This includes pre-construction meetings, progress meetings, and construction inspections.
- Inspect quarterly all fueling operations, encompassing fuel farms, above and below ground tanks, and all fueling vehicles.
- Issue burning and welding permits and fuel vehicle inspection permits.
- Monitor fire extinguisher certification and replacement for all City-owned properties.
- Conduct hazardous material inspections and incident mitigation.
- Train and certify all airport personnel in fire extinguisher operation and hazardous material procedures. Maintain records of training.

Activities that have been added over the past year include:

- Fuel vehicle operation permits are now issued from this office.
- Hazardous Materials training for the fire department and operations personnel.
- C.P.R. training for fire department personnel and operations personnel.
- Quarterly defibrillation training for fire department personnel.
- First aid training for Airport Operations personnel.
- First aid / first responder training for fire department personnel.

Operations at SFO are extremely busy due to the start of a \$2.4 billion master plan. Many structures have been removed to accommodate this project. Rental agencies and other companies have begun relocation. United Express has just completed a new commuter terminal.

ASSISTANT FIRE MARSHAL - SAN FRANCISCO PORT COMMISSION

The Port of San Francisco has jurisdiction over seven and one-half miles of some of the most valuable waterfront property in the world. The Port owns the majority of real estate in a narrow belt extending from the Hyde Street Pier to the Hunters Point Shipyard. It also exercises administrative jurisdiction over privately owned or leased property within its boundaries. The Port employees provide most of the services normally provided by any small city, such as: planning, permit issuance, building inspection, and code enforcement.

The Port Fire Marshal is expected to monitor the activities of the tenants to ensure that the facilities are being properly maintained and utilized. Hazardous and unsafe practices must be identified and corrected before properties are damaged or destroyed. Design review and planning meetings coupled with plan checking, and followed by on-site inspections provide tenants and visitors with a safe environment in which to work and play.

Current Projects and Activities

1. Amtrak Operations

Amtrak has opened a ticket office and waiting room in the Ferry Building, providing connecting bus service from San Francisco to 18 daily trains at Amtrak's 16th Street Station in Oakland. In 1992, Amtrak served more than 205,000 passengers in downtown San Francisco. This office replaces their former operations at the Transbay terminal.

2. Handicapped Access

The Port recently completed a two-year public process where Port engineers met with representatives from the disabled community to deal with the complex issue of designing gangways that could meet the needs of the disabled while dealing with tidal fluctuations. The new guidelines will be applied to all new construction or remodeling of pier gangways at the Port.

3. Crowley Marine to Pier 54

The Crowley Marine Services will be moving into its new headquarters at Pier 54. The company is consolidating its Bay Area operations, moving several of its offices from Oakland and Alameda to San Francisco. This lease will add more than \$240,000 in direct revenues while providing an additional \$1 million in capital improvements to the pier, including renovating the pier shed building offices, machine shop spaces and fendering and repaving the pier area.

BUREAU OF FIRE INVESTIGATION

ARSON TASK FORCE

The Bureau of Fire Investigation is responsible for investigation of cause, origin, and circumstances of every fire occurring in the City and County of San Francisco to ascertain whether the fire was accidental or of criminal origin.

The determination of origin and cause provides the foundation for the development of the factual and legal theory that is the basis for the Police section of the Arson Task Force. A thorough investigation, interview, and interrogation develops the case to be presented to the Court by the Assistant District Attorney assigned to the Task Force. All members - Investigators, Police Department Inspectors and the Assistance District Attorney - work diligently as a team. This team participates with federal, state and private organizations to provide extensive investigations using all resources available on an "as-needed" basis.

The Bureau of Fire Investigation personnel are all sworn peace officers and are directly involved in the arrest of suspects. They participate in the pre-trial conferences and trials in Civil and Criminal Courts to prosecute violators of fire laws. The extensive and detailed information obtained from these investigations makes it possible to develop and enforce codes, standards, and provide help in design, inspection and suppression features to prevent or control fire.

The Bureau was also involved in the development and implementation of a Civil Disturbance Plan for the San Francisco Fire Department. This plan was developed in anticipation of potential civil disturbances related to pending controversial court cases. The Civil Disturbance Plan was based on lessons learned following the disturbances which occurred in April and May of 1992. The current Civil Disturbance Plan was used successfully this year and will be kept in place for future use.

The Bureau of Fire Investigation also hosted a Juvenile Firesetter Intervention Workshop. The workshop involved representatives from Fire, Police, District Attorney's offices and Youth Guidance Centers from the 9 Bay Area counties. A total of 62 people participated in the two-day workshop. The instruction centered around the identification of juvenile firesetter behaviors, their motivations and intervention techniques. One of the by-products of this workshop, was the commitment by the San Francisco Arson Task Force, Youth Guidance Center and the District Attorney's Office to form a Task Force to deal with Juvenile Firesetters. We are currently working on this project.

Also, in conjunction with the Arson Early Warning System, we are testing a computerized reporting system for all of our Investigative Reports. The Arson Information Management System (AIMS) will allow all of our Fire Investigators to file their reports, cross reference them with other fire investigations, track suspects, catalog all incidents and to flag problem properties. We feel that this will greatly improve the effectiveness of the unit and streamline our operations. We are very optimistic about the potential of this program.

The Arson Information Management System (AIMS) was made available to us, free of charge, by the United States Fire Administration. The recent acquisition of a L.A.N. (Local Area Network) has made the implementation of this reporting system that much more effective.

During the fiscal year 1992-93, the Arson Task Force was responsible for 46 felony and misdemeanor arrests for Arson offenses. Also, in cooperation with the Juvenile Court, there were 48 felony and juvenile misdemeanor arrests/citations. The San Francisco Arson Task Force has a high conviction rate for the Class I Arson Crime. The national conviction rate is approximately 30% while the San Francisco Arson Task Force conviction rate is 50%.

The Bureau of Fire Investigation responded to 751 incidents. This was a 1% decrease from the previous year.

Below is a comparison of the relevant Bureau of Fire Investigation/Arson Task Force statistics for fiscal years 1991-92 and 1992-93:

	<u>1991-92</u>	<u>1992-93</u>	<u>% Change</u>
Accidental Structure Fires	133	130	- 2
Incendiary Structure Fires	239	224	- 6
Incendiary Vehicles Fires	305	278	- 9
Attempt to Burn	20	20	0
Undetermined	48	50	+ 4
False Alarm Incidents	16	15	- 6

The Bureau of Fire Investigation responded to and assisted with the investigation of 50 greater alarms during fiscal year 1992-93.

ARSON EARLY WARNING SYSTEM

An important addition to the Arson Task Force, since its inception, has been the implementation of the Arson Early Warning System (AEWS). The primary purpose of the Arson Early Warning System is to reduce the number of arson fires caused by negligence and fraud. The Arson Early Warning System also facilitates background for cases under investigation by the Arson Task Force.

The Arson Early Warning System identifies "High Risk" properties, or "Possible Target Hazards," by analyzing structural, financial and ownership information having to do with a building. This information is primarily derived from public records and insurance information when available. The use of public/insurance data property profiling may be used by the San Francisco Arson Task Force for investigations. Property profiles provide valuable leads, expose possible motives, verify statements and give a history of the property. Furthermore, because of its use of extensive public data, the AEWS serves as an excellent property management system.

The AEWS relies on public records data, such as fire records, deeds of transfer and trust, service and mechanics liens, code violation/abatement reports, tax delinquency records, alteration permits, civil litigation files and other relevant data which is collected from public sources. This data is compiled with insurance information (if it may be ascertained who is providing coverage) into a property profile, and then analyzed to detect a potential arson-for-profit situation.

AEWS personnel may then take steps to intervene and prevent fires from occurring. If code violations are not abated, the property will then be referred to the City Attorney, who will commence civil litigation against those who have interest in title. Not only should arson-for-profit be reduced, but other fires resulting from negligence as well.

New target hazards are chosen based on referrals from within the San Francisco Fire Department, other city agencies, community persons, insurance companies and others. Properties, individuals and companies may be referred to the AEWS.

A priority of the AEWS program is to immediately notify the insurer(s) of a target hazard, if known. The AEWS will provide the reasons why a property is considered a Target Hazard (excluding any confidential information), and will work with the insurer to prevent a possible fire and claim.

In the past year, we have been very successful in our efforts to computerize the Arson Early Warning System. We have acquired a L.A.N. (Local Area Network) and have raised a total of \$10,000 through grant funds. These monies will be used to develop the necessary computer program to profile, catalog and track properties.

Presently, we are seeking computer software companies to develop the necessary program and to make it compatible with AIMS (Arson Information Management System). This will allow us to track activity in target hazards and to cross reference them with all fire incident and investigative reports, giving us a state of the art information network that is unparalleled in the nation. We anticipate running test programs sometime in the Spring of 1994.

FIRE FATALITIES

There were fifteen (15) fire fatalities during Fiscal Year 1992-93.

Fire fatalities for the past four years are as follows:

	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>
<u>Total Fatalities</u>	15	14	15	15
<u>Occupancy</u>				
Apartments	7	1	7	4
Dwellings	6	7	7	6
Hotels	0	1	0	2
Other	1	5	1	3
<u>Age Group</u>				
Under 15	3	2	2	3
15 thru 64	5	8	4	9
Over 64	7	4	9	3
<u>Cause of Fire</u>				
Smoking Materials	4	8	4	4
Heating-Cooking	4	0	0	2
Incendiary	1	2	3	6
Electrical	1	0	2	0
Other	5	4	6	3

DIVISION OF *SUPPORT SERVICES*



DIVISION OF SUPPORT SERVICES

The Support Services Division is responsible for the supervision of various Bureaus and projects including the following:

- Bureau of Communications
- Bureau of Engineering and Water Supply
- Bureau of Equipment
- Capital Improvement Projects
- Fireboat Program
- Clothing Department

The Division is also an active participant on various inter-departmental committees such as Interdepartmental Staff Committee on Traffic and Transportation (ISCOTT), Mission Bay Task Force, Hunter's Point Task Force, Presidio Task Force and the City's Water Reclamation Project. Support Services also has jurisdiction over Fire Department access and water supply for new developments as part of the building permit process.

On a routine basis, the Division prioritizes and processes repair and capital improvement requests for the Department's 55 facilities and forwards them to the Bureau of Building Repair which has the responsibility for maintenance and repairs.

A summary of the Department's Capital Improvement Projects is provided below:

Auxiliary Water Supply System (A.W.S.S.) Bond Program (1986 Prop. A)

This \$46.2 million program provides for an integrated emergency firefighting water system for San Francisco's residential areas. When completed, the program will increase the number of cisterns, extend the high pressure water mains, add suction connections around the north and east perimeter of the City and at various lakes, and rebuild the pumps at Pumping Stations 1 and 2.

As of this date, approximately \$41 million of the \$46.2 million bond issue has been spent on improvements to the A.W.S.S. during Phase I & II. These improvements include: the 3rd Street high pressure line, 8 cisterns in the Bayview district, pipelines and hydrants along Clarendon Street, 7th Avenue and 26th Street, conversion of the 0.5 million gallon tank at 44th Avenue and the installation of twenty motorized valves.

Phase II includes completing the remaining motorized valves, bay suction connections have been installed, installing pipelines out Mission to Ocean and through West Portal, installing the Richmond and Sunset cisterns and finally completing the radio data control circuit for the motorized valves.

Seismic Renovation Bond Program (1989 Prop. "A")

The 1989 Seismic Bond provided \$31.5 million for the Department to seismically strengthen 19 facilities or replace any of them if more economical. The Department has identified five or six facilities that may be rebuilt.

While the major focus of the program is to seismically upgrade the Department's facilities, the program also addresses asbestos, disability access, plumbing, electrical and mechanical upgrades.

Work has been completed on the seismically retrofit of the Arson Task Force. Construction work began on Station 2 and 8 in the Fall of 1992. All the design work is completed for the building of new Stations at Stations 24, 37, and 44. Male/female privacy will be addressed in each of the above stations.

Emergency Generator Project

The Department has received \$500,000 in a Federal Grant to complete the remainder of the generator project during this reporting period.

Emergency Signal Preemption

Support Services is involved in establishing a new program - Emergency Signal Preemption Project. This system is designed to assist vehicles in responding to emergencies. On June 9, 1993, the San Francisco County Transportation Authority approved \$1,000,000 for this project. Several test projects are planned, with completion anticipated in approximately 24 months. This system has been in service in San Diego for a few years and there has been a marked reduction in accidents as well as a reduction in emergency response time.

Presidio and Hunter's Point Shipyard

Support Services serves on a Task Force for the closure of both the Presidio and Hunter's Point. The Department is inspecting the Hunter's Point fire station for the possibility of taking it over; our utility plumbers are inspecting the hydrants.

Facilities Renovation Program

The Facilities Renovation Program is responsible for management and oversight of design and construction for San Francisco Fire Department facilities under the 1989 Seismic Bond Program, and the 1992 Fire Department Improvement Bond Program (approximately \$72.0 million of Capitol Improvements). The program scope includes seismic strengthening, disabled access, asbestos abatement, separate facilities for female and male firefighters, and facility upgrades.

Stations #2 and 8 are currently being rebuilt, and construction should be completed in early 1994. Station #40 will start construction in late 1993 and early 1994 when Stations 2 and 8 are completed. Stations #7, 11, 15, and 38 are currently scheduled to start construction on separate bathroom and changing areas for male and female firefighters. Design work is completed on Stations #24, 31, 37, and 44. Construction on these stations should start in early 1994. Pump Station #1 at Second and Townsend is the future site of the Fire Department's headquarters. The design phase is almost completed and construction for this project should start in early 1994.

COMMUNICATIONS CENTER

The fiscal year ending June 30, 1993 showed that the San Francisco Fire Department responded to a total of 60,944 calls. This is an increase of almost 3% from the previous year. There was an increase of over 800 first-aid and rescue-type calls for the year, and there was no increase in any other types of calls.

	<u>1990-1991</u>	<u>1991-92</u>	<u>1992-93</u>
<u>Incident Total</u>	57,497	59,232	60,994
By Telephone	47,838	50,336	51,570
Box Alarms	9,546	8,515	9,424

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>
<u>Greater Alarms</u>			
Second Alarms	47	38	40
Third Alarms	11	14	10
Fourth Alarms	8	0	7
Fifth Alarms	2	0	0
Total Greater Alarms	68	52	57

The total number of alarms for emergency other than fire that were responded to last year was 28,428; the total number of fires, 6,359 was an increase of almost 100 from the previous year.

Types of fires:	Building	Vehicle	Grass/Refuse	Other
	2168	1162	2810	239

Many of the projects undertaken by the Communications Center were to prepare us for several potential major changes in the near future. These projects include:

- A new state-wide system for reporting fires under the State Fire Marshal's CFIRS plan went into effect in January 1993. The center has devoted a considerable amount of energy working for an interface with the new system and our aging dispatch computer.
- The Center worked with Lieutenant Smerdel from the Medical Committee and Battalion Chief Frisella of Sample Reports to develop a new patient care report that would be compatible in the field and for recording responses.
- Plans have been developed for remodeling the Communications Center, which will include our Computer Aided Dispatch (CAD) System.

The Communications Center is taking over the OES dispatching for Region 2 from December 1993 to May 1994. During this time, any calls to Region 2 for assistance will be coordinated and dispatched by Communications Center personnel.

BUREAU OF ENGINEERING AND WATER SUPPLY

The Bureau of Engineering and Water Supply is responsible for the management, operation, maintenance and repair of the water supply systems used for furnishing water for fire combat. The Auxiliary Water Supply System (AWSS) is an independent water supply system which supplies fresh water for fire combat only. The AWSS is maintained by SFFD personnel and consists essentially of:

- Pumping Stations 1 & 2 (Salt Water Supply)
- Twin Peaks Storage Reservoir
- Jones Street & Ashbury Distributing Tanks
- High Pressure Hydrants (1544)
- 125 miles of high pressure water mains
- 156 Underground Storage Cisterns
- Two Fireboats (Guardian & Phoenix)
- Suction Hydrants & Connections

In addition, there are approximately 8,000 low pressure fire hydrants which supply fresh water for fire fighting. These hydrants are connected directly to the San Francisco Water Department domestic supply mains, and are maintained by SFFD personnel.

Work on the 1986 Fire Protection Bond is proceeding. During the last fiscal year, with overhauls continued at Pump Station II. The contract for asbestos removal at Pump Station I was completed and overhauls on the Byron-Jackson pumps can proceed.

The extensions and additions to the Auxiliary Water Supply System (A.W.S.S.) are also proceeding. Work has been completed on our suction connections around the Bay perimeter. The re-alignment of the A.W.S.S. for Muni's Upper Market Street and the Embarcadero is continuing. Construction was completed for the Marina and Sunset cisterns and for the pipeline extension for the Bosworth/29th Street phase of the Ocean Avenue Extension Project.

The design and engineering of other projects for the A.W.S.S. is ongoing and several projects and construction contracts were advertised and awarded for phases of the Ocean Avenue Extension Project and the radio control of the A.W.S.S. valving.

Work at Twin Peaks Reservoir is continuing and a joint program between the Sheriff's Department and the S.F.F.D. has utilized some valuable free labor from the Sheriff's Work Alternative Program (S.W.A.P.) for groundskeeping maintenance at this facility. The A.W.S.S. personnel are currently upgrading the perimeter roadway and an improved parking pad for Engine company pump tests.

No significant leaks or breaks were experienced this fiscal year. We are currently attempting to operate and document conditions of all system valves.

BUREAU OF EQUIPMENT

The Bureau of Equipment is staffed by one officer and eight firefighters. Responsibility for all scheduled and unscheduled maintenance and the inspection of the Department's motorized apparatus rests with the Bureau of Equipment. The Bureau has an excellent working relationship with the Purchasing Department's Central Repair Shop and Central Warehouse.

The Bureau responds to all greater alarms and many special calls. Once at the scene of an incident they assist either by making emergency repairs, operating specialized equipment or by performing actual firefighting duties as requested by the incident commander.

The Bureau is responsible for the record keeping of vehicle operations, and inventories of all equipment carried on Department apparatus, including hose. Suppression equipment purchases and station janitorial maintenance supply purchases and inventories are maintained through the Bureau of Equipment as well.

The Bureau is responsible for all repairs to equipment whenever the Central Repair Shops are closed or unable to provide the Department the services required. The Bureau works closely with other City departments when requested and completes emergency repairs and assists in other ways when requested by other departments. During the past year the Bureau assisted other departments on numerous occasions. The Bureau handled over 12,000 requests for materials, equipment, supplies, and repairs and responded to 113 calls with the Fire Department's heavy wrecker.

The Bureau serviced or repaired over 900 portable extinguishers last year. All of the Department's small power tools (Jaws of Life, chain saws, portable generators, etc.) are serviced and maintained by the Bureau of Equipment.

Captain Gilbert Moreno, Bureau of Equipment, has been honored with his selection to serve as a member of the newly formed NFPA Ground Ladder Technical Committee. This appointment is extremely important to the Department, as we build and service our own ground ladders.

Those members in the Bureau are involved in many national, state and local fire service organizations, either as Department representatives or committee members. Some of the better known organizations include NFPA (National Fire Protection Association), N.A.F.E.R. (Northern Area Fire Equipment Research), California Fire Chiefs Mechanics Association, and International Fire Chiefs Mechanics Association. Through these associations the Department is able to gain valuable information. Because of the experience and specialization of its personnel, the Bureau, as the Department's representative on equipment, is often asked to provide input to these organizations.

The Bureau, in conjunction with the Department's Apparatus and Equipment Committee, is responsible for keeping all our equipment specifications current. New equipment and ideas are evaluated by the committee. The committee sends its evaluations and recommendations to the Chief of Department.

The Department has put in-service four (4) new 3-D/Spartan 1500 gpm pumpers (Engine companies 3, 5, 43 and 36) and is expecting delivery of two (2) Simon-LTI/Spartan, 106 feet tractor drawn aerials in December of 1993. (Truck Companies 3 and 17)

The Department's replacement of aerals and pumpers is being addressed through the City and County's lease purchase program.

Our annual aerial ladder testing program is on schedule with the preventive maintenance program showing results. We have been operating at a 90% rate with our first line aerial trucks for the third year in a row.

SAN FRANCISCO FIRE DEPARTMENT VEHICLES

In-service Engine Companies	41
Relief Engines (Authorized 16) Actual	15
In-service Aerial Companies	18
Relief Aerials (Authorized 8) Actual	8
Heavy Rescue	2
Relief Rescue	1
Field Chiefs Vehicles	16
Relief Chiefs Vehicles	5
Miscellaneous Support Vehicles	31

BUREAU OF FIRE PREVENTION AND INVESTIGATION

Automobiles (Authorized 35) Actual	30
Van	1

BUREAU OF ENGINEERING AND WATER SUPPLY

Pickup Trucks, Valve Units	9
Pickup Trucks, Utility	9
Fork Lift	1
Autos	2

DIVISION OF *TRAINING*



DIVISION OF TRAINING

The Fire College was dedicated in December 1954 and began training in February 1955. In those 38 years, 87 recruit classes have graduated and hundreds of thousands of training hours have been logged.

Methods and practices have changed over the years, as has the Division of Training. Firefighting is now only one responsibility of the firefighter. It wasn't long ago that the Division of Training taught only basic firefighting which consisted of fighting fires and saving lives.

Today, firefighters must be multi-talented and trained as medics, rescue specialists, hazardous materials specialists, fire prevention experts, arson investigators, certified instructors, managers and administrators, accountants, writers and publishers, and to have all the necessary skills to operate the plant, serve the community, as well as put out the fires.

The Division of Training is the source of information critical to the Fire Department's service to the community. It is the responsibility of the Division of Training to collect all possible information critical to community safety, prevention, and protection. This information must be distributed, taught, learned, and practiced by all members of the fire service.

Members of the Division of Training are a skilled and dedicated staff. Firefighters are only as good as the training available and their personal effort and participation. The learning process of a firefighter does not end upon graduation from the Recruit Training Course. The physically exhausting nature of firefighting cannot be separated from the equally exhausting task of the academics of firefighting. The Division of Training continues to dedicate itself to training the best fire fighting force available.

Forty-eight firefighters graduated from the Division of Training this past fiscal year.

White Male	16
White Female	2
African American Male	6
African American Female	1
Hispanic Male	8
Hispanic Female	1
Asian Male	11
Asian Female	2
Filipino Male	0
Filipino Female	0
Native American Male	1

IN-SERVICE ACTIVITIES

Fiscal Year 1992-93

<u>Course/Evolution</u>	<u>Members</u>	<u>Training Hours</u>
Battalion Chief's Week End Drills	940	1820
Communications/Team Building	120	960
Medical Instructor Training	24	240
Defibrillation/Med. Protocol Training	2231	6663
BART/Trans-Bay Tube Drills	192	386
MUNI/Metro Drills	95	285
ICS Haz Mat Training	30	750
Surf Rescue Incident Command Course	64	256
Surf Rescue Drills (Open Ocean)	120	360
High Rise Bldg Positive Pressure Training	120	360
Wildland Strike Ldr/Safety Course ICS 332	25	400
OES Apparatus Orientation Course	109	327
Basic SCUBA (Underwater) Course	15	300
Diver Re-Certification Course	30	480
Diver Support Operations Course	65	195
Extrication Drills	120	360
Rescue Company Rope Rescue Drills	12	36
Portable Water System (5" Hose) Drills	120	360
Performance Appraisal Training	312	936
Underwater Communications Procedure Drill	36	108
Bomb Procedure Course	180	360
Company Officer Orientation Course	41	123
USCG Helicopter Orientation Course	52	1248
Civil Disturbance Operations Procedures	32	96
Uniform Fire Inspector Field Training	42	210
Automated HP Valve Training	94	94
Fifty Foot Ladder Evaluations	150	150
 TOTALS:	 5,432	 17,863

EMERGENCY MEDICAL COORDINATOR

- Developed SFFD Medical Protocols and Lesson Plans
- Coordinated Medical Quality Assurance Program
- Coordinated Training for SFFD medical trainers
- Functioned as EMS Liaison Officer with Dept. of Public Health
- Continued coordinating UCSF training involvement
- Implemented CPR Research Project in conjunction with UCSF
- Established tracking system for medical recertifications
- Scheduled medical recertification

Special Functions and Activities

- Fire Reserve Drills (48) during FY 92-93
- Fire Reserve Command Staff Drill (OES Mutual Aid Drill)
- Physical Fitness Training for Firefighter Candidates
- Hosted Earthquake Preparedness Committee Meeting
- Hosted NERT Training
- Hosted Illness/Injury Prevention Committee Meeting
- Hosted Rescue Squad Utilization Committee
- Hosted UCSF Paramedic Training Session
- Hosted Arson Information Network Seminar
- Hosted State Fire Marshal Certification Courses
- SF Police Department utilized Drill Tower for Special Operations
- CDL Renewal Program (A, B, C Restricted)
- Health Check Program Management
- Management of Educational Incentive Pay Program
- Training Information Management Data Input (Microsoft Access)
- Provided Photo/Video Service
- Provided Support to Fire Exam Unit; H-20 Lieutenant Examination
- Provided Support to Fire Exam Unit; H-22/24 Examination
- Provided Support to Fire Exam Unit; PAT Standardization Testing
- Assisted the Bureau of Equipment with new equipment evaluation
- Continued Manual Revision Project
- Evaluated Computer Software
- Staff Responded to twenty-one (21) incidents
- Division staff assisted City OES during King II Civil Dist. Ops.

HEALTH AND PHYSICAL FITNESS PROGRAM

Since the January 1989 opening of the San Francisco Fire Department Fitness Center, there continues to be a steady increase in usage of the Fitness Center facilities by officers, firefighters, and candidates. In Fiscal Year 1992-93, approximately 525 individuals per month, up from 425 in FY 91-92, utilized the Fitness Center.

The Pre-Recruit Training Program is an on-going fitness program for those individuals interested in becoming San Francisco firefighters. In August 1993, the Department's weight training program will be offered to those who are eligible to take the 1993 Physical Abilities Test (PAT). All the candidates will be given the opportunity to practice and train on the various events that will make up the physical abilities test.

MEDICAL SERVICES

The San Francisco Fire Department plays a significant role in the provision of pre-hospital emergency care to the citizens and visitors of San Francisco. The Department's first responders arrive on the scene of medical emergencies in approximately three to four minutes. They provide life-saving medical interventions that in many instances makes the difference between life and death.

The Medical Services Bureau is staffed with one Emergency Medical Director, one Lieutenant (Medical Coordinator), two primary instructors, and twenty-eight (28) part-time Medical Instructors. The San Francisco Fire Department contracts with the University of California San Francisco - Center for Pre-Hospital Research and Training. Through this contract and under the direction of the Emergency Medical Director and the Medical Coordinator, the Department provides on-going medical training for all firefighters, and initial medical training for probationary recruits. All training is conducted either at the Division of Training or in-house at the fire stations, utilizing the Department's 28 medical instructors.

Responsibilities of Medical Services

- Oversee the defibrillation program.
- Oversee the quality assurance of the early defibrillation program.
- Develops SFFD Medical Protocols and Lesson Plans.
- Ensures that all firefighters possess current required certifications.
- Works in conjunction with the S.F. Emergency Medical Services Agency and the Department of Public Health.
- Represents the Department in various committees involved in the delivery of pre-hospital care.
- Coordinates the UCSF training involvement.
- Schedules/Tracks all SFFD Medical Training.
- Oversees the newly initiated "Continued Quality Improvement Team."

DEFIBRILLATION PROGRAM

The Department's Early Defibrillation Program is in its fifth year. To date, this program has saved the lives of 130 citizens. These citizens were in cardiac arrest at the time of Fire Department arrival. Through the medical treatment (early defibrillation, airway management, etc.) rendered by the SFFD first responders, they are living full and meaningful lives.

This past year, the SFFD has surpassed the Seattle Fire Department who was the national leader in cardiac arrest saves. For the first six months of 1993, the Department saved 31.4% of all patients who were found in ventricular fibrillation and had bystander CPR.

The Fire Department has also significantly contributed to an increase in bystander CPR in San Francisco (from 9% to 25%) over the past six years. This was accomplished by working closely with the Center for Prehospital Research and Training, providing CPR training to the public, which fulfills the Department's mission of public service.

EMERGENCY MEDICAL RESPONSES

All SFFD first responding apparatus (engines and rescue squads) are equipped with resuscitators, trauma supplies, cervical spine immobilization equipment, and automatic external defibrillators. Also, there is an assigned Emergency Medical Technician (120 hours of training) on each first responding apparatus. The Department currently has 501 certified Emergency Medical Technicians and 22 Paramedics.

All truck companies are also equipped with resuscitators, trauma supplies and cervical spine immobilization equipment. The truck companies are utilized on medical calls when the first due engine is out of service. The truck is then backed up by the next due engine company.

During the fiscal year 1992-93, the SFFD responded to 28,428 medically related dispatches. This number represents 48.7% of the total call volume of the SFFD.

MEDICAL TRAINING

Medical Services provides in-service medical training for all firefighters four (4) times each year (approximately 9,700 total training hours.) The training curriculum is developed by the staff of Medical Services, with input from the S.F. Emergency Medical Services Agency, the Department Physician, and the Director of the Division of Training.

NEIGHBORHOOD EMERGENCY RESPONSE TEAM



NEIGHBORHOOD EMERGENCY RESPONSE TEAM (NERT)

In March 1990, a group of concerned citizens, who belonged to the SAFE (neighborhood watch) group in the Marina district of San Francisco, contacted the San Francisco Fire Department with a request for disaster response training. During every major disaster, spontaneous volunteers are first on the scene and conduct initial search, rescue, and first aid. To maximize the effectiveness of these volunteers, a group of firefighters developed a five-week training using a Los Angeles Fire Department program as a basic model. The first Neighborhood Emergency Response Team comprised of 24 Marina residents, graduated on October 13, 1990.

For the next year, the training went through a major revision to make it more functional and useful to the community. By the end of 1991, the Department had trained 210 people. For the fiscal year 1992-93, the training was substantially expanded and 890 people graduated, totaling almost 1400 trained NERTs. This explosive growth was accomplished with little or no publicity. Word of mouth training has spread by those who have taken the program. They have a vested interest in seeing to it that their friends and neighbors have the same disaster skill level.

The original phases of the training were directed toward neighborhood groups. This focus has expanded to include businesses and city departments. We have trained groups in the Sierra Club, Chevron Corporation, City Hall, and the Department of Public Health.

Each participant receives a student manual, safety helmet, identification vest, and a graduation certificate. Every six months, during April and October, a disaster exercise is held for all NERTs who want to attend. The purpose of the exercise is to maintain and upgrade the skills taught in the class. Graduates also receive copies of the quarterly newsletter.

The goal of the program is to "Do the most good for the most people." This is accomplished by training people in basic disaster skills which will help them to be self-sufficient for a period of at least 72 hours following a major disaster. It is imperative that the citizens of San Francisco be prepared and do not rely solely on professional emergency services which may be overwhelmed and possibly unavailable for long periods of time. The Fire Department's goal is to have a sufficient number of people trained in every neighborhood, business and city department to accomplish this self-sufficiency.

DEPARTMENT COMMITTEES



DEPARTMENT COMMITTEES

Department committees are vital to the success of the various functions and programs of the Department. Listed below are summaries of activities completed by some of the Department's committees over the last fiscal year and on an on-going basis.

TRANSIT COMMITTEE

The Transit Committee is committed to training our field personnel in the firefighting procedures of both BART and MUNI Metro operations. Our goal is to conduct multiple drills within both systems to reinforce firefighting operations and to inform our personnel of new developments in the safety systems of any transit system operating within the City and County of San Francisco. The Transit Committee is also involved in providing input pertaining to fire safety design criteria for any modification or extension of the BART and MUNI Metro systems. Together with the Bureau of Fire Prevention, we are currently actively involved in the MUNI Metro turn-around Extension Project and BART DSP to WSP conversion project.

Over the past calendar year, the Transit Committee has conducted a total of 9 major drills within the underground of the BART or MUNI systems. During these drills, we have trained a total of approximately 300 members of our department. The Transit Committee is also anticipating that the revised Transit Manual will be completed during the end of this calendar year.

The Transit Committee is also in the process of overseeing, together with the Bay Area Fire Liaison Committee, the mandated upgrades to the BART fire protection systems. This includes a proposed BART underground 800 mghz communications system and upgrading of the current Yellow Emergency phone system.

HIGH RISE COMMITTEE

Relatively few members of the San Francisco Fire Department normally experience high rise operational procedures. The height of high rise buildings compounds the problems which may be encountered. The High Rise Committee strives to ensure that all members of the SFFD receive the training for proper operations procedures in high rise buildings.

During November 1992, about 450 suppression members participated in our annual high rise orientation training program. The program is designed to train the entire suppression force in proper high rise operational procedures, especially those members who do not normally operate in high rise building areas of San Francisco.

The High Rise Committee participated in a disaster preparedness conference in April of 1993. The conference was designed to make building owners and managers more aware of problems that they may confront during emergencies.

In June, 1993, the High Rise committee initiated the procedure of positive pressure ventilation in high rise building stairways. High volume air fans are utilized to reduce the amount of products of combustion from entering the building stairways.

RESCUE COMMITTEE

The mission of the Rescue Committee is to assist company officers in achieving their goals: (1) prepare and train all members of Rescue 1 and Rescue 2 for any extraordinary circumstances to which they may be called; (2) act as a forum in which squad officers and firefighters can set goals and discuss company needs; and (3) open channels of communication to the administration. This includes but is not limited to the following specialties: high angle rope rescue, underwater search and recovery, auto extrication, search and rescue in collapsed buildings, hazardous materials, multicasualty traumas and search and rescue in fire buildings. Both squads serve as backup to cliff and rescue.

Training goals included: (1) have all members qualified as EMTs, SCUBA, Fire Service Diver, Pre-hospital Trauma Life Support, Heavy Rescue and Surf Rescue; (2) conduct drills in which members would have the opportunity to keep up the skills and in fact enhance them to the specific needs of the San Francisco Fire Department. All regular members met these training goals with the exception of PHTLS. Training spots for this two day course are donated by the San Francisco Paramedics Association. Eight members were trained this year. Members were required to take Heavy Rescue at their own expense. Weekly drills were held with both squads utilizing the skills obtained in these courses. Weekly drills were held for three consecutive days so all members could participate. Surf and Cliff Rescue drills were held with beach companies, the Coast Guard and Golden Gate National Park Service. Lifting heavy object drills conducted with the Department of Public Works at their Army Street facility. Extrication drills were held with PG&E at various surface and underground electrical vaults.

The following responses were made for this fiscal year.

Boxes	924
SCUBA	15
Surf	45
Auto Extrication	312
Industrial	38
Medical	4,131
High Angle	14
Haz Mat	2
<hr/>	
TOTAL	5,481

The following new equipment was received:

- 2 Hurst Power Tools
- 2 Manifolds for Hurst Tools
- 2 XO Underwater Communications Systems

For the fiscal year, 1993-94, it is anticipated that there will be a turnover of at least 13 positions on the two squads. This will necessitate the on-going basic training of squad members. In order to minimize the expense to the Department, basic SCUBA training is now a prerequisite. They are required to take EMT, Surf Rescue and Rescue Systems I within one year of making the squad. All classes are provided for members with the exception of Rescue Systems I. We are prepared to give this State Fire Marshal certified course twice in the next fiscal year if funding can be provided.

We also look forward to developing additional alliances with other outside agencies for training and coordinating drills. Possibilities include the Coast Guard, National Park Service, US Navy and Shell Oil Company.

UNIFORM COMMITTEE

The uniform committee consists of nine (9) members representing all ranks of the Department. Meetings are held every other month starting in January at 260 Golden Gate Avenue, 2nd floor, at 1400 hours.

The committee approves all station logos for t-shirts. This is an on-going activity.

The committee coordinates with the Safety and Health Committees with regards to safety clothing and other personal safety equipment. This has to do with specifications for safety equipment and how and when to use the equipment. Specifications for clothing is under constant review so as to obtain the best possible clothing for safety and health reasons.

O.E.S. COMMITTEE

The O.E.S. (Office of Emergency Services) Committee is responsible for overseeing all wildland firefighting activities. This past year many changes have taken place. Assistant Chief Hickey has retired and Battalion Chiefs Bracco and Seyler are jointly sharing the responsibilities of Chair, with Battalion Chief Bracco serving as the County Coordinator. The activities of the past year have been divided into two categories: training and equipment.

Training

The Committee requested and obtained volunteers to staff OES 217 for the current wildland firefighting season. With the help of committee members, two training sessions were conducted for the volunteers. The two training sessions included an orientation and a hands on wildland firefighting class. Once Department members had completed this training, they were eligible to respond with OES 217 wildland fires in Region II. Over 100 firefighters, as well as, 40 chiefs, chief's aides, and company officers attended this training. Also, 25 Battalion Chiefs and Aides completed Strike Team Leader Training and they are now certified by the State to serve in that capacity for Wildland fires.

The Committee also organized two Strike teams, comprised of trained volunteers, to participate in the two-day Wildland firefighting drills in Woodside. These two day of training provided firefighters with information in building triage, hoseleads, and firefighting tactics. Also, we developed Standard Operating Procedures which cover the Mutual Aid Dispatching for OES 217.

Equipment

The Committee requested through the State, that OES 217 be replaced as it is an older manual transmission engine. This engine presented staffing problems for the Department. Presently, OES 217 has been returned to Regional Headquarters in Sacramento and we are awaiting delivery of a new, fully enclosed cab, automatic transmission engine. Once the engine is delivered, orientation training will be conducted and it will be put in service and quartered at Station 6.

Through the efforts of the OES Committee, we were able to obtain enough brush gear to outfit an entire Strike Team. In addition, covert-a-coms were installed in the vehicles of Battalions 1 and 2. This allows Strike Team Leaders to use our BART Radio White Channels during Mutual Aid Response.

Current Activities

The OES Committee is organizing a Mutual Aid Drill, involving the 6 Bay Area Counties of Solano, San Mateo, Santa Clara, Alameda, Contra Costa and Marin. The Mutual Aid Drill is scheduled for October 30 and will concentrate on BART, High Rise, Structural Firefighting and Surf and Cliff Rescue. Many Committee Members and volunteers are contributing their time and efforts in the development and operation of this drill.

SOP COMMITTEE

The SOP (Standard Operating Procedures) Committee was established for the purpose of creating standard operating procedures for all Department procedures and operations. The Committee meets the first Thursday morning of every month. The Manager of the Civil Service Management Development Unit serves as facilitator of these meetings and assists the Committee in many ways.

Accomplishments of the Committee include the creation of a standardized filing system for all fire stations, the creation of approximately 30 standard operating procedures for various areas within the Department, revising the Department's Performance Appraisal System, and coordinating the training of officers in the revised system. Beginning July 1993, the Department will be using the revised Performance Appraisal System for a six month period. This first period will be a time to test the new system and collect feedback for any improvements.

Officer training on the system was conducted by a group of ten officers and chief officers who had been trained by the Manager of the Civil Service Management Development Unit. This "train-the-trainers" technique proved successful as a majority of the evaluations of the training were very positive. The SOP Committee shall continue to write more SOPs in order to bring consistency to the Department.

